

**POLICE DEPARTMENT
CITY OF NEW YORK**

PROPERTY GUIDE



PROPERTY CLERK DIVISION

Deputy Commissioner Robert S. Martinez
Support Services Bureau

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Commanding Officer
Property Clerk Division

BM-251 REV (03-20) CLEAN



PROPERTY GUIDE

Section: General Information

Procedure #: **600-1**

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Section: INTAKE PROCEDURES

Procedure #: **601-1**

GENERAL INTAKE PROCEDURE

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UPON RECEIVING PROPERTY FOR INTAKE:

WINDOW CLERK

1. Ensure that an approved **PROPERTY TRANSFER REPORT** with the appropriate destination has been created by depositing command. Verify and compare for accuracy the entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Review **PROPERTY CLERK INVOICE** for completeness and accuracy. Invoice must list each Security Envelope number or **PROPERTY EVIDENCE AND TRACKING SYSTEM (PETS)** label number utilized, if applicable. Inspect each security type envelope to ensure that it is properly sealed. Examine the circular security feature included on the Plastic Security Envelope or Jewelry Security Envelope for tampering. Notify facility supervisor of any deformation in the line pattern of the security features, or for obvious indication of tampering. Property Clerk Division personnel will refuse to accept the envelope and direct that it be returned for investigation by the invoicing command.
 - a. For intake of cash, narcotics, handguns or rifles see appropriate procedures outlined in this guide.
 - b. For intake of jewelry, ensure that **JEWELRY SECURITY ENVELOPE** is secure and that **Lead Seal** number corresponds with number listed on invoice if applicable. The property type of the Invoice must be classified as “*Jewelry*” and the correct invoice number must correspond with what is listed on the **JEWELRY SECURITY ENVELOPE**.
3. Notify facility supervisor if an item is missing, inconsistent with item description, or for any other discrepancy. The “**REJECT**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** will be utilized and property will be ordered returned to depositing command for investigation.
4. Initiate and perform “**INTAKE**” function utilizing the **PROPERTY EVIDENCE AND TRACKING SYSTEM**. When all items have been received, member will digitally sign for intake and **PROPERTY EVIDENCE AND TRACKING SYSTEM** will automatically assign a storage number to each invoice.
5. Perform the “**PUTAWAY**” function in the **PROPERTY EVIDENCE AND TRACKING SYSTEM** for all items received during intake.

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WINDOW CLERK

6. Enter, in permanent marker, Borough Storage Number, Command, Invoice number and storage area on plastic security envelope or otherwise, as appropriate.
 - a. Cash - after count, package in appropriate envelope - *see section 601-2.*
7. Indicate storage area on **INVOICE**.
8. Forward property for storage as follows:
 - a. Cash, jewelry, narcotics and handguns deliver to Safe/Security Clerk.
 - b. General property - place in assigned storage area.

RELATED PROCEDURES

PATROL GUIDE 218-03
PATROL GUIDE 218-47



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U.S. CURRENCY		
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WINDOW CLERK

1. Ensure that an approved **PROPERTY TRANSFER REPORT** with correct destination has been created by depositing command. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Inspect property and compare against **PROPERTY CLERK INVOICE (PD521-141)**. Review Invoice for completeness and accuracy. Verify that each bill has been properly marked on its face with evidence stamp: "*Evidence Notify N.Y.C. Police Department Property Clerk Division*" if applicable.

NOTE

Evidence stamp will not be used on the following types of currency:

- a) Currency with numismatic value (gold coins, or silver coins bearing date of 1964 or prior, extremely old bills, collector items, etc.).
 - b) Currency with sentimental value due to signatures or entries thereon.
 - c) Currency that must remain unaltered (treated with dye, florescent powder or marked).
 - d) Blood stained currency
 - e) Foreign currency
 - f) Counterfeit currency.
 - g) Forfeiture
3. Do not accept cash that should be deposited by precinct in bank.
 4. Notify immediate supervisor of any discrepancy realized during the counting process. The invoice will be rejected by the Window Clerk using the "**REJECT**" function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** and invoice will be given back to submitting command for correction and/or investigation if discrepancy exist.
 5. If **INVOICE** is correct, perform "**INTAKE**" function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.

WINDOW CLERK

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WINDOW CLERK

Continued: Perforate evidence money (stamped currency), and storage envelope with the preprinted invoice number in the presence of the delivering officer.

6. Place currency in cash envelope and mark envelope with Borough Storage Number and amount of cash and storage area location.

7. Deliver cash to Safe Clerk with copies of **INVOICE**.

SAFE CLERK

8. Safe Clerk will count and verify total amount of currency and indicated on **INVOICE** and perform “*PUTAWAY*” function.

9. Deliver Inventory copies of all cash **INVOICES** to accountant for inclusion on daily index. **DELIVER PROPERTY CLERK FILE COPY** of all cash **INVOICES** to file clerk for listing in cross reference book.

NOTE:

Sealed packages of money (bills and/or coins) will not be accepted by a Borough Office without approval of a Division Office Supervisor

Related Patrol Guide Procedures: 218-01, 218-35, 218-36.



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Section: INTAKE PROCEDURES

Procedure #: **601-3**

RECEIPT OF CASH DEPOSIT SLIPS

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WINDOW CLERK

1. Verify and compare for accuracy entries on **PROPERTY TRANSFER REPRT** prior to initiating the intake process.
2. Verify that deposit slip amounts are legible and that slips are receipted by bank.

NOTE

Do not accept if discrepancies exist. Notify immediate supervisor of discrepancy and direct invoice be returned to invoicing command for investigation.

WINDOW CLERK

3. Affix date stamp, name stamp and initials to top copy of **INVOICE**.
4. Perform “**INTAKE**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**. After performing the “**PUTAWAY**” function, a Borough Storage Number will automatically be assigned. Notate that number on all **INVOICES** and on copy of deposit slip.
5. Storage location will be entered as “**BANK**”.
6. Enter Invoice Number on stock sheet with preprinted storage number and indicate appropriate category.
7. Deliver **INVOICE** and deposit slips to accountant.

NOTE

If invoice contains both currency and deposit slips, leave the invoice intact and deliver it with the deposit slips attached to the Safe Clerk.

WINDOW CLERK

8. Make entry in voucher cross reference index book, file **PROPERTY TRANSFER REPORT**, and file **INVOICES**.

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Section: INTAKE PROCEDURES

Procedure #: **601-4**

NARCOTICS DELIVERED TO BOROUGH OFFICE FROM POLICE LAB

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**SAFE
CLERK**

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function.
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy. Ensure that each invoice is assigned a storage number and that plastic packaging is secure.
3. Perform “**INTAKE**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** if all items listed are present and Invoice is accurate as compared to property on hand.
4. Notify immediate supervisor if an item is missing or for any discrepancy. The “**REJECT**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** will be utilized and property will be sent back to the Police Lab for investigation.
5. Perform “**PUTAWAY**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
6. Ensure that property or package is marked with correct storage number and preprinted invoice number.
7. Deliver property to be deposited in assigned storage location (safe/security area):
 - a. Entry will be made in **1810B LOG** for each incoming piece of narcotics containing one to fifteen ounces of heroin or cocaine. Segregate evidence for inventory and security reasons in the 1810B narcotics area.
8. The Borough Office Supervisor will make a **COMMAND LOG** entry indicating the name of the person making the delivery from the Police lab, the number of items received, and the name of the Property Clerk member receiving the delivery.

**BOROUGH
OFFICE
SUPERVISOR**

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PROPERTY GUIDE

Section: INTAKE PROCEDURES

Procedure #: **601-5**

FIREARMS DELIVERED TO BOROUGH OFFICE BY POLICE LAB

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SAFE CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy. Ensure that plastic packaging is secure if applicable.
3. Perform the “*INTAKE*” function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Perform the “*PUTAWAY*” function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
5. The Borough Storage Number will be assigned by **PETS** and entered on all **INVOICES**.
6. Enter Invoice Number on stock sheet with pre-printed storage numbers and indicate appropriate category.
7. Place Property in a storage envelope if applicable and mark with Borough Storage Number, Invoice Number, and Precinct. For longarms, affix numbers to the stock, and evidence tag to the barrel.
8. Make entries in **HANDGUN/SAFE LOG** for all handguns received.
9. Place property in assigned storage location (safe/security area).
9. Make entry in voucher **CROSS REFERENCE BOOK**, file 1 (one) copy of the **PROPERTY TRANSFER REPORT**, forward a copy of the **PROPERTY TRANSFER REPORT** to the Property Clerk Division Inspections Unit and file **INVOICES**.

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Section: INTAKE PROCEDURES

Procedure #: 601-6

FIREARMS DELIVERED TO BOROUGH OFFICE FOR SAFEKEEPING

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NOTE

*Prior to categorizing a firearm for safekeeping, it is imperative that the member concerned be certain that no circumstances exist which would mandate laboratory examination. A request for **LABORATORY EXAMINATION** must be prepared in conjunction and the firearm forwarded to the Ballistics Unit for processing when:*

- a) Seized in connection with an arrest
- b) Found under circumstances requiring examination.
- c) Obtained under other circumstances and a valid reason exist for testing.

Certain other firearms taken into custody by this Department are categorized for "SAFEKEEPING" and do not require laboratory examination. Generally, firearms within this category are obtained under the following circumstances:

- a) Member of the service retires, is dismissed, suspended, sick, hospitalized, or on extended leave of absence.
- b) Lawfully possessed property of a deceased person.
- c) Invoiced from permit holder pending renewal, expiration, or cancellation of permit.
- d) Obtained from licensed dealer when license is suspended, revoked or expired.

WINDOW CLERK

1. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy.
2. Perform the "INTAKE" function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
3. Perform the "PUTAWAY" function and receive the Borough Storage Number in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Place property in storage envelope and mark with Borough Storage Number, Precinct, and invoice number (Handgun only). If rifle, affix numbers to stock with tape and evidence tag to barrel.
5. Deliver property and **INVOICE** to Safe Clerk.

SAFE CLERK

8. Make entry in **HANDGUN/SAFE LOG BOOK**.
9. Place property in assigned storage location (safe/security area).

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FILE CLERK

10. Distribute invoices:
 - a. **PROPERTY CLERK FILE COPY** - file in binder by Borough Storage Number.
 - b. **PROPERTY CLERK WORK COPY** - file in Borough Office by preprinted number.
11. File copy of **PROPERTY TRANSFER REPORT**.
12. Make entry in **CROSS REFERENCE INDEX BOOK**.

9 MM SERVICE WEAPONS

All invoices for 9MM service weapons invoiced from members of the service containing the phrase "*Weapon is not to be released without written authorization of the Chief of Department*" will be photocopied. This copy will be forwarded to the Commanding Officer, Property Clerk Division. A second copy will be filed and maintained by the facility supervisor. The Chief of the Department will determine and then notify the Property Clerk Division whether the 9MM service weapons that were invoiced from recruit or probationary officers, or those officers who resigned or terminated employment under less than honorable conditions, are to revert back to the Department and sent to the Outdoor Range, or released to the member concerned.



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BULK PROPERTY DELIVERY TO THE WAREHOUSE SYSTEM BY PRECINCTS		
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PLATFORM CLERK

MEMBER ASSIGNED TO FLOOR STORAGE

FILE CLERK

BOROUGH OFFICE FILE CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)**
3. Perform “**INTAKE**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** if all listed items are present and accurate.
4. If a discrepancy exists, perform “**REJECT**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** and return property the submitting command.
5. Mark property or package with Borough Storage Number.
6. Send **COPIES** of the **PROPERTY CLERK INVOICE** to the appropriate floor concerned where items will be assigned a specific location if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
7. Perform “**PUTAWAY**” function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM** and secure property in an available storage location on appropriate floor.
8. File **COPY** of the **PROPERTY CLERK INVOICE** as the permanent record.
9. File **PROPERTY CLERK INVOICE WORK COPY** by Invoice Number and month prepared.
10. Forward copies of the **PROPERTY CLERK INVOICE** containing all storage locations to appropriate Borough Property Clerk Office.
11. Enter storage location and file copy of **PROPERTY TRANSFER RECEIPT FORM** as **CROSS REFERENCE INDEX**.
12. Make entry in **CROSS REFERENCE INDEX BOOK**, file **INVOICES**.

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Procedure #: 602-2

BULK SHIPMENT OF NARCOTIC EVIDENCE TO PEARSON PLACE WAREHOUSE BY POLICE LAB

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NARCOTICS PROCESSING OFFICER

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy and that the plastic packaging is secure.
3. If accurate, perform "INTAKE" function in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**. If inaccurate, perform "REJECT" function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** and return property to submitting member for investigation.
4. Ensure that property or package is marked with correct narcotic Borough Storage Number and pre-printed invoice number.
5. Mark storage location on property, and **PROPERTY CLERK INVOICE**.
6. Make entries in **NARCOTIC INTAKE BOOK**.
7. Place property in assigned storage location (safe/security area).
 - a. Segregate narcotic evidence containing one ounce to fifteen ounces of heroin or cocaine for inventory security reasons.

PEARSON PLACE WAREHOUSE FILE CLERK

8. Make duplicate copy of **PROPERTY CLERK INVOICE** and file at Pearson Place Warehouse by narcotics Borough Storage.

BOROUGH OFFICE FILE CLERK

9. Make entry in **CROSS REFERENCE INDEX BOOK**, and file copy of **INVOICES**.

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BULK SHIPMENT OF UNANALYZED FOUND NARCOTICS TO PEARSON PLACE WAREHOUSE BY POLICE LABORATORY		
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Narcotics invoiced as found property will be shipped to Pearson Place Warehouse in one sealed bulk plastic package containing 50 individually sealed **NARCOTIC EVIDENCE ENVELOPES**.

NOTE

If any discrepancies are noted at intake do not accept property from Police Laboratory messenger. If it becomes necessary to analyze any narcotic stored in a sealed package containing multiple items, the entire package will be returned to the Police Laboratory for opening and re-sealing.

NARCOTICS PROCESSING OFFICER

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Verify property and compare with **PROPERTY CLERK INVOICE** for completeness and accuracy. Ensure that each invoice has been assigned a laboratory number and bulk plastic packaging is sealed and secure.
3. Perform "**INTAKE**" function via **PROPERTY AND EVIDENCE TRACKING SYSTEM** if accurate. If any discrepancy in items listed, perform "**REJECT**" function and return property to messenger.
4. Affix date stamp, name stamp and initials to **TOP COPY OF INVOICE**.
5. Place property in assigned destruction storage location.
6. Ensure all copies of the **PROPERTY CLERK INVOICE** are stored at Pearson Place Warehouse.

FILE CLERK

PEARSON PLACE FILE CLERK

BOROUGH OFFICE FILE CLERK

7. Forward a copy of **PROPERTY TRANSFER REPORT** to the Inventory Unit when property is destroyed.
8. File 1 copy of **PROPERTY TRANSFER REPORT** to Borough Office and forward 1 copy to the Property Clerk Division Inspections Unit.
9. Make entry in **CROSS REFERENCE INDEX BOOK**.
10. Stamp **PROPERTY CLERK FILE COPY OF INVOICE** with destruction stamp and date.
11. File in narcotics binder by "N" number.

NOTE

*Found Narcotics bulk plastic packages and small found narcotics items are packaged in a sealed container, secured with a **LEAD SEAL** and the contents verified by a Lab Supervisor. The container is then shipped to the Pearson Place Warehouse for destruction. The Pearson Place supervisor verifies the **LEAD SEAL** and the **CRIME LAB DELIVERY FORM** and signs for the container.*

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NOTE

Large items are shipped individually, verified to invoice and are stored in the destruction storage area until next destruction.

*In the event that an item in a sealed container is recalled by the Lab, the container is opened and inventoried in the presence of the Lab Messenger. And a new seal is affixed a new **PROPERTY TRANSFER REPORT** is created.*



PROPERTY GUIDE

Section: INTAKE PROCEDURES

Procedure #: **602-4**

BULK SHIPMENT OF NON-NARCOTIC EVIDENCE TO PEARSON PLACE WAREHOUSE FROM POLICE LABORATORY

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PLATFORM CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function.
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy. Ensure that each invoice is assigned a Borough Storage Number.
3. Perform the "**INTAKE**" function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Perform the "**PUTAWAY**" function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
5. Affix date stamp, name stamp and initials to top copy of invoice.
6. Mark property or package with Borough Storage Number when assigned.
7. Mark storage location on property, and on **PROPERTY CLERK INVOICE**.
8. Place property in assigned storage location.

FILE CLERK

9. Make duplicate copy of **PROPERTY CLERK INVOICE (PD521-141)** and file at Pearson Place Warehouse by Borough Storage Number after all notations are completed on original invoice.
10. Forward copies of **PROPERTY TRANSFER REPORT (PD521-141)** to appropriate Borough Property Clerk Office if applicable.

BOROUGH OFFICE FILE CLERK

11. Make entry in **CROSS REFERENCE INDEX BOOK**, file copy of **PROPERTY TRANSFER REPORT**, and file invoices.

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Procedure #: 602-5

PROPERTY DELIVERED TO THE WAREHOUSE SYSTEM BY OTHER AGENCIES

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NOTE

By agreement, Health and Hospital Corporation, Department of Correction and the Port Authority of N.Y. / N.J. will deliver jewelry property to nearest invoicing commands to invoice property. They will then deliver property in controlled quantities directly to the appropriate warehouse. An appointment will be made in advance of delivery to ensure that the required personnel will be available at the warehouse to comply with the following procedure.

JEWELRY PROCESSING CLERK

1. Verify property and compare with **PROPERTY CLERK INVOICE** and **PROPERTY TRANSFER REPORT** for completeness and accuracy.
2. Perform the “**INTAKE**” function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
3. Perform the “**PUTAWAY**” function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
 - a. Ensure that each invoice is assigned a Borough Storage Number after the “**PUTAWAY**” function is conducted in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Affix date stamp, name stamp and initials to top copy of **PROPERTY CLERK INVOICE (PD521-141)**.
5. Note any discrepancies and perform the “**REJECT**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** if necessary. Direct the person delivering property return items to invoicing command for correction and or investigation.
6. Make an immediate telephone message to the Inspector General of the agency sending the property, regarding any discrepancies noted. The telephone notification will be followed by a written report to the Inspector General concerned detailing all facts.
7. Return property to its original package. Place in packing container and secure with a numbered **LEAD SEAL** in the presence of person delivering property.

SUPERVISOR

8. Witness the foregoing procedures and ensure that **LEAD SEAL NUMBER** is recorded in the appropriate log, on the **PROPERTY TRANSFER REPORT**, and on the copy of the invoice returned to the messenger as receipt for agency.

JEWELRY PROCESSING CLERK

9. Mark shipping container with Borough Storage number and any other marking deemed necessary to assure identification.
10. Store property in a Safe/Security area pending auction/destruction processing.

PROPERTY GUIDE

Section: INTAKE PROCEDURES		Procedure #: 602-5
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FILE CLERK

11. Stamp each copy of **PROPERTY CLERK INVOICE (PD521-141)** with auction/destruction stamp and distribute invoices:
 - a. **PROPERTY CLERK INVOICE (PD521-141)** File Copy forward to appropriate Borough Property Clerk Office.
 - b. **PROPERTY CLERK INVOICE (PD521-141)** Inventory Unit Copy- forward to Inventory Unit.
 - c. **PROPERTY CLERK INVOICE (PD521-141)** Work Copy- deliver to Jewelry Clerk for auction processing.
12. Forward **PROPERTY TRANSFER REPORT** containing all storage locations to appropriate Borough Property Clerk Office.
13. File copy of **PROPERTY TRANSFER REPORT**.

BOROUGH OFFICE FILE

14. Make entry in cross reference index book, file copy of Property Transfer Receipt, and file Property Clerk File Copy of **PROPERTY CLERK INVOICE (PD521-141)**.



PROPERTY GUIDE

Section: INTAKE PROCEDURES

Procedure #: 602-6

INTAKE AND LOTTING OF PEDDLER PROPERTY

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

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PLATFORM CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function.
2. Verify property and compare with **PROPERTY CLERK INVOICE FOR** completeness and accuracy.
3. Verify that Peddler Seal number on Peddler Bag coincides with seal number typed on **PROPERTY CLERK INVOICE**.
4. Ensure that the Peddler Bags and Security Envelopes are not ripped, torn or likely to be ripped or torn open.
 - a. If so, the property will be re-bagged at the command of origin in accordance with department procedures.
5. Verify that each **PROPERTY CLERK INVOICE** is categorized as either Peddler Property or Found Property and that the details regarding the pedigree of the Peddler are in the Detail section of the **PROPERTY CLERK INVOICE**.
6. Verify that only Peddler related offenses are entered in the Charges box on the **PROPERTY CLERK INVOICE**. (*Other offenses will not be accepted at the Peddler storage section.*)
7. Perform “**INTAKE**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**, if inaccurate.
8. Perform “**PUTAWAY**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.

NOTE

*Ink changes or corrections to the Category or Remarks Sections of the **PROPERTY CLERK INVOICE** will not be accepted. Invoices with these discrepancies must be re-categorized using **PROPERTY AND EVIDENCE TRACKING SYSTEM** “**UPDATE**” function, performed by the submitting command.*

PLATFORM CLERK

9. Ensure that each **PROPERTY CLERK INVOICE** is assigned a Property Clerk Storage Number.
10. Affix date stamp, name stamp and initials to the bottom of the top copy of the **PROPERTY CLERK INVOICE**.
11. Place property in peddler box and assign a box number. (Box numbers start at one at the start of the New Year and follow in numerical order throughout the year).
12. Put the assigned box number and date of destruction on side of the peddler box.

PROPERTY GUIDE

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PLATFORM CLERK

13. Prepare "**PEDDLER FOLDER**" and mark front of folder with peddler box number assigned, total number of invoices, and command.
14. Place inside folder one copy of **PROPERTY TRANSFER REPORT**, one copy of closed **PROPERTY CLERK INVOICE** listing all storage numbers and closed out dates.
15. On top edge of folder place date, precinct, storage number(s) assigned, box number(s), and destruction date of invoice.

Sample:

01-22-14. 110pct 92Q100-200 Box #26

16. File completed peddler folder(s) in the Peddler Intake file cabinet.
17. Store peddler boxes in assigned location
18. Forward copies of **PROPERTY CLERK INVOICE** (two copies to appropriate Borough Property Clerk Office.
19. Record the total number of invoices intake on a daily basis.
 - a. Separate intakes by Peddler, Watch/Jewelry and cigarette.

LOTING TEAM MEMBER

20. Remove peddler folder from Peddler Intake File cabinet.
21. Remove peddler boxes from assigned storage location.
22. Verify that all property listed on **TRANSFER CONTROL RECEIPT** is inside peddler box.
23. Lot property according to auction guidelines. (*Destroy obvious brand name or logo infringements. Do not auction this property.*)
24. Place Bar Code sticker on bag and invoice of property to be auctioned.
25. Scan Bar Code sticker into the Property.com computer and enter related data.
26. Stamp **COPY OF PROPERTY CLERK INVOICE** "A" for Auction, "D" for Destruction, "C" for Conversion, closed, date and initials.
27. Give completed folders to a supervisor.
28. Place property in appropriate location selected for public viewing.

ADDITIONAL DATA

Peddler Property charges include the following:

UNLICENSED GENERAL VENDOR (ADMIN CODE G-01/02)

TRADEMARK COUNTERFEITING (PL 165.71/72)

CRIMINAL POSSESSION OF A FORGED INSTRUMENT (PL 170.20)

FAILURE TO DISCLOSE ORIGIN (PL 275.35/40)



PROPERTY GUIDE

Section: INTAKE PROCEDURES

Procedure #: 602-7

NARCOTICS WEIGHING OVER ONE POUND

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

03/01/2015

PAGE:

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DEFINITION

For the purpose of this procedure, all controlled substances (other than Marijuana) in excess of fifteen ounces are considered to be over a pound.

In connection with movement of persons and/or evidence to and from the OVER ONE POUND vault area, the following log will be maintained:

VAULT ACTIVITY LOG -



PROCEDURE

NARCOTICS WEIGHING OVER ONE POUND WILL BE DELIVERED BY THE LAB MESSENGER TO THE PEARSON PLACE WAREHOUSE.

PEARSON PLACE INTAKE CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function
2. Verify property and compare with **PROPERTY CLERK INVOICE** (PD521-141) for completeness and accuracy. Ensure that each invoice is assigned the proper Borough storage number and that the plastic packaging is secure. Clearly mark the **INVOICE** with the Borough Storage Number and the location of storage.
3. Perform "**INTAKE**" function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**, if inaccurate.
4. Perform "**PUTAWAY**" function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
5. Affix date, name stamp and initials to **COPY OF INVOICE**.
 - a. Forward one copy of **PROPERTY TRANSFER REPORT** to the Property Clerk Division Inspections Unit, SSB Investigations Unit, Inventory Unit, and Borough Office.
6. Ensure that narcotics package is properly marked with correct storage number and invoice number.
7. Deliver property to appropriate safe clerk for deposit in assigned vault area.

PROPERTY GUIDE

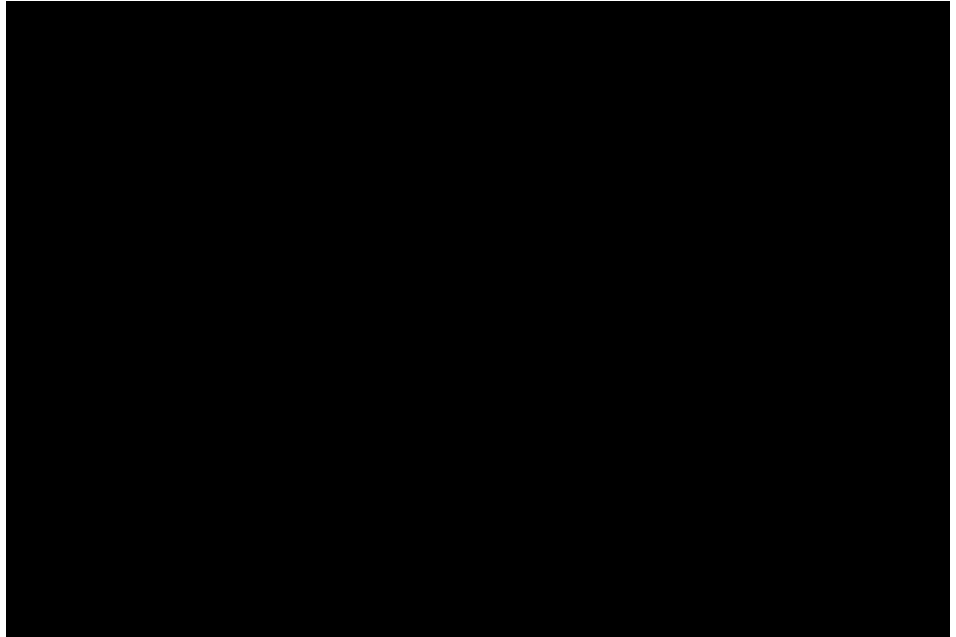
Section: INTAKE PROCEDURES		Procedure #: 602-7
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SAFE CLERK

8. Make entry in Pearson Place **NARCOTICS INTAKE LOG**.

ENTRY INTO MODULAR VAULT

9.



**PEARSON PLACE
BOROUGH OFFICE
FILE CLERK**

10.

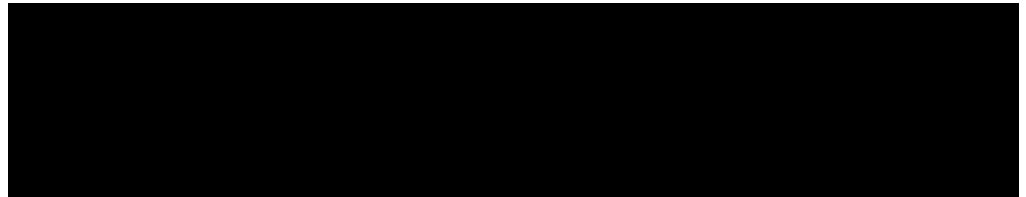
PROPERTY GUIDE

Section: INTAKE PROCEDURES		Procedure #: 602-7
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NOTE

When over one pound narcotics evidence is signed out to court, the supervisor assigned to enter vault will advise Arresting/Assigned Officer that Pearson Place Warehouse promptly closes at 1500 hours. Should the arresting/assigned officer not be able to return this evidence before 1500 hours, said member will telephone the Supervisor of the Property Clerk Borough office concerned, and deliver the evidence to that facility upon the conclusion of the member's court appearance. The Borough supervisor will ensure that the evidence is properly receipted for and store these narcotics in the 1810 narcotics safe pending its return to Pearson Place on the next day by the Arresting/Assigned Officer.

AUTHORIZED PERSONNEL ROSTER



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PROPERTY GUIDE

Section: INTAKE PROCEDURES		Procedure #: 602-8
BULK SHIPMENT OF UNANALYZED MISDEMEANOR NARCOTICS TO PEARSON PLACE WAREHOUSE FROM POLICE LAB		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 1

Narcotics invoiced as arrest evidence for a misdemeanor or violation will be shipped to Pearson Place Warehouse in one sealed bulk plastic package containing 50 individually sealed narcotic envelopes.

NOTE

*If any discrepancies are noted at intake reject property via **PROPERTY AND EVIDENCE TRACKING SYSTEM** and return to Police Lab messenger. If it becomes necessary to analyze any narcotics stored in a sealed package containing multiple items, the entire package will be returned to the Police Laboratory for opening and resealing.*

SAFE CLERK

1. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake function
2. Verify property and compare with **PROPERTY CLERK INVOICE (PD521-141)** for completeness and accuracy. Ensure that one storage number is assigned to the entire package of 50 unanalyzed narcotic pieces. Verify that bulk plastic packaging is sealed and secure.
3. Perform “**INTAKE**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**, if accurate
4. Perform “**PUTAWAY**” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
5. Deliver property to Safe Clerk for storage in assigned storage location (safe/security area.)
6. File 1 copy of **PROPERTY TRANSFER REPORT** in Pearson Place Warehouse and forward a copy to the Property Clerk Division Inspections Unit.
7. Make entry in **CROSS REFERENCE INDEX BOOK**.

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PROPERTY GUIDE

Section: BOROUGH OFFICE		Procedure #: 603-1
STORAGE OF CRITICAL ITEMS		
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PURPOSE

Each Property Clerk Facility should have a designated storage plan outlining the areas in which various types of property will be stored. This will vary according to the physical layout of each facility respectively.

The following items should be kept in security safes or sections:

- a) Cash
- b) Jewelry
- c) Handguns/rifles
- d) Narcotics ([REDACTED] [REDACTED])
- e) Other items deemed critical by Borough Supervisor

Security safe/sections should have designated individuals assigned. Only these persons should enter the area for the placing and removal of property. A memo designating authorized personnel should be posted in a conspicuous manner.

SAFE CLERK

Upon receipt of an invoice and item(s) to be stored in the safe area:

1. Verify item(s) to the **INVOICE**.
2. Make entry in the **SAFE/SECURITY LOG**.

NOTE

This log is for recording the initial intake of property and final disposition only.

WINDOW CLERK

3. Place the property in safe/security section.
4. Deliver the copies of the invoice to the File Clerk.
Ensure "PUTAWAY" function in PETS is performed for each package.

ADDITIONAL DATA

Supervisors of Property Clerk Borough Offices and Warehouse Facilities will on a daily basis conduct several inspections of each safe area in their facility. The inspection will focus upon the security of the safe area, the personnel present in the safe area, and the integrity of item(s) stored therein. These inspections will be documented by a **COMMAND LOG** entry at the time of inspection.

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PROPERTY GUIDE

Section: BOROUGH OFFICE		Procedure #: 603-2
PROPERTY REMOVED TO COURT OR OTHER AUTHORIZED AGENCY		
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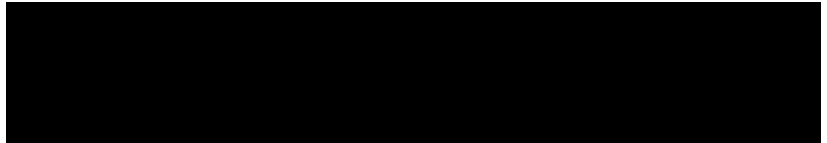
WINDOW CLERK

WHEN AN AUTHORIZED MEMBER IS PRESENT AT THE INTAKE WINDOW REQUESTING ARREST EVIDENCE FOR A COURT APPEARANCE:

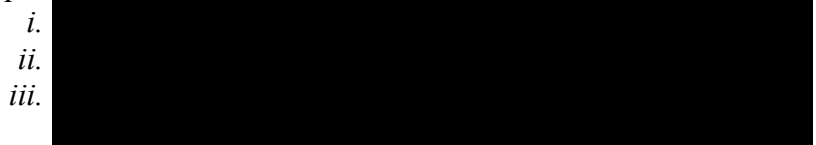
1. Request officer's shield and I.D. card to verify he/she is arresting/assigned officer listed on invoice *as per P.G. 218-07*.

WHEN OTHER THAN ARRESTING/ASSIGNED OFFICER OF RECORD IS PRESENT:

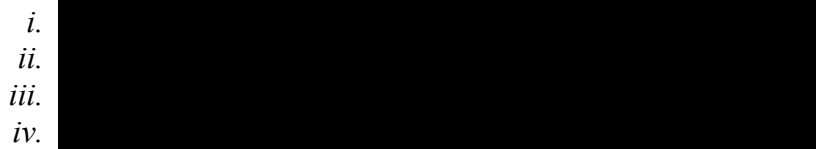
- a. NYPD Member of the Service present must produce:



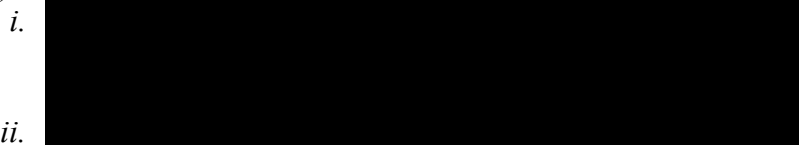
- b. District Attorney's Office (i.e. court personnel, D.A.'s Squad, D.A.'s Investigators, paralegals, etc.) all of the following is required:



- c. All other State and Federal Agencies (i.e. A.T.F., F.B.I., State Police, etc.) all of the following is required:



- d. All other requests (i.e. law firms, attorneys, legal aide society, etc.):



2. RELINQUISH PROPERTY AS FOLLOWS:

- a. Create "*Property Transfer Report*" to either "external" or other appropriate location via PROPERTY AND EVIDENCE TRACKING SYSTEM as required.

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- b. Photocopy member's agency identification card and upload it as document into PROPERTY AND EVIDENCE TRACKING SYSTEM.
- c. Give property to officer or person assigned and issue a copy of ***Property Transfer Report***.

NOTE

Persons other than NYPD personnel removing property by authority of a subpoena will sign for property digitally.

Evidence for which the court has authorized examination by an independent laboratory, will only be released to the vouchering/assigned officer or a member of the District Attorney's Office. They will be responsible for notifying the A.D.A. concerned, witnessing the examination and informing the A.D.A. of the results and status of the property and its ultimate return to the Property Clerk. Under no circumstances will evidence be released to a defense attorney or his representative.

Undercover UMOS may telephone a Property Clerk facility prior to appearing for the removal of property in order to ensure the security of that member's status as an undercover. The facility supervisor is authorized to give this situation special consideration and address the situation as required using common sense standards.

RELATED PROCEDURES

PROPERTY GUIDE SECTION 603-3
PROPERTY GUIDE SECTION 603-4
PROPERTY GUIDE SECTION 603-5
PROPERTY GUIDE SECTION 603-6
PROPERTY GUIDE SECTION 603-7



PROPERTY GUIDE

Section: BOROUGH OFFICE		Procedure #: 603-3
PROPERTY RETURNED FROM COURT		
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WINDOW CLERK

1. Compare the property being returned with the original **PROPERTY CLERK INVOICE** and insure that packaging and seals are intact.

NOTE

*If a **PLASTIC SECURITY ENVELOPE** is opened in court, the delivering Officer will be required to repack the property in a new plastic security envelope and reflect the change utilizing the “REPACK” function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** prior to delivering the items to the Property Clerk.*

SAFE CLERK

2. Perform the appropriate “**INTAKE**” function via **PROPERTY AND EVIDENCE TRACKING SYSTEM**
3. Perform the “**PUTAWAY**” function utilizing the appropriate storage location via **PROPERTY AND EVIDENCE TRACKING SYSTEM**
4. Return property as follows:
 - a. For safe/security items deliver property to Safe/Security Clerk
 - b. For general storage items, return directly to storage location.
5. Compare **INVOICE** with item being returned
6. Make an entry in the **SAFE/SECURITY ACTIVITY BOOK**

RELATED PROCEDURES

PROPERTY GUIDE SECTION 603-2
PROPERTY GUIDE SECTION 603-4
PROPERTY GUIDE SECTION 603-5
PROPERTY GUIDE SECTION 603-6
PROPERTY GUIDE SECTION 603-7

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PROPERTY GUIDE

Section: BOROUGH OFFICE

Procedure #: 603-4

NARCOTIC EVIDENCE ENVELOPE OPENED IN COURT

DATE ISSUED:

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When a sealed plastic security envelope containing a narcotic is returned in an opened condition:

WINDOW CLERK

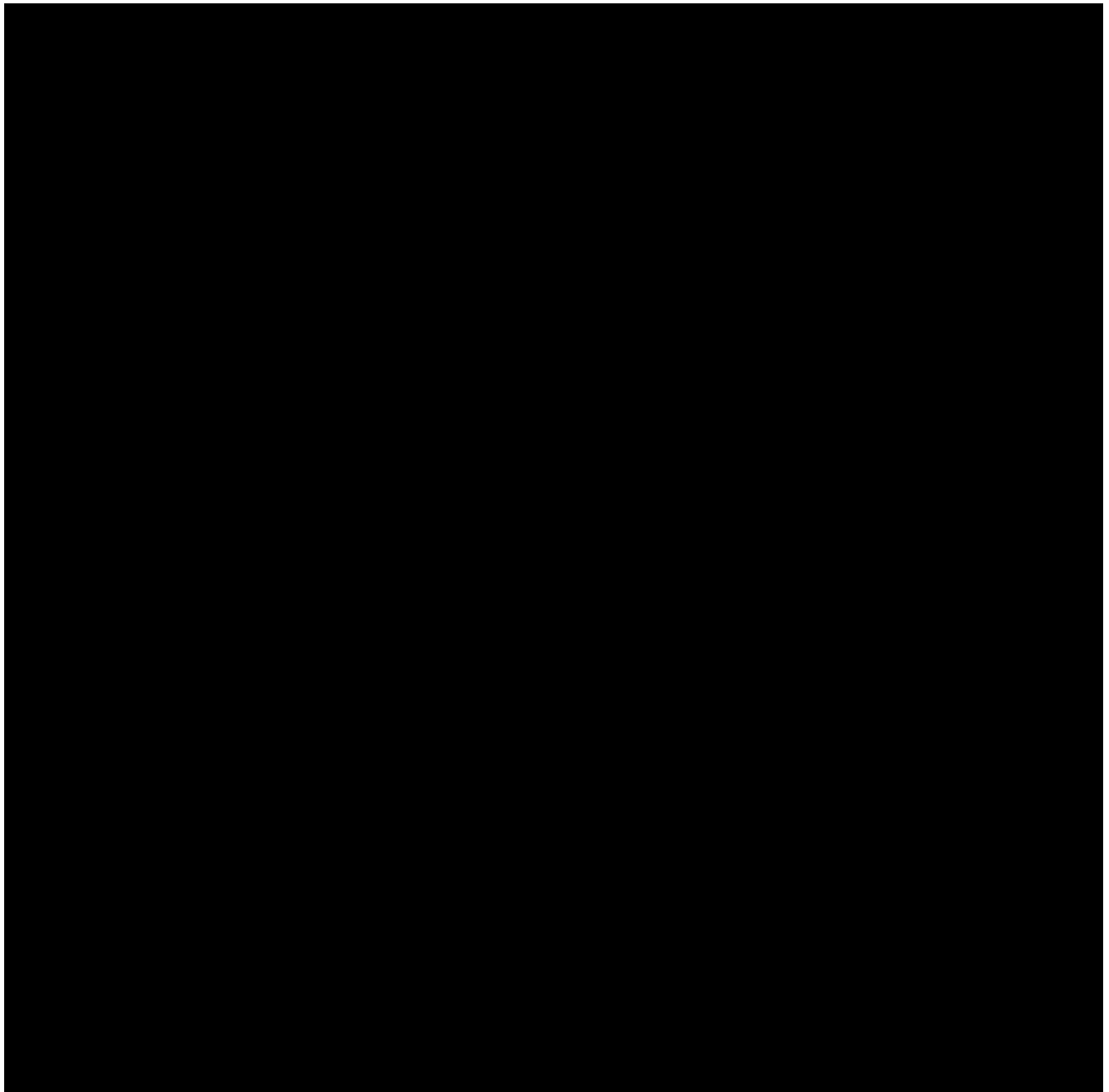
1. Ensure that the delivering Member of Service prepared a new REQUEST FOR LAB ANALYSIS via the PROPERTY AND EVIDENCE TRACKING SYSTEM. The property will not be accepted by the Property Clerk in an opened condition.
2. Perform the "INTAKE" function via PROPERTY AND EVIDENCE TRACKING SYSTEM for items received.
3. Perform the "PUTAWAY" function via. PROPERTY AND EVIDENCE TRACKING SYSTEM
4. Deliver items to Safe Clerk for placement.

NOTE *The Property Clerk will accept certain pieces of narcotics which have had their plastic seals opened in court. This will allow narcotics to be safeguarded in the Property Clerk Storage facility and be available for court presentation on the next business day.*

IF THE PACKAGE APPEARS TO BE TAMPERED WITH IN ANY WAY, THE M.O.S. CONCERNED WILL REFUSE TO ACCEPT THIS PACKAGE AND ORDER THE RETURNING OFFICER TO PROCEED DIRECTLY TO THE POLICE LABORATORY FOR REANALYSIS.

PROPERTY GUIDE

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NAME (PRINTED)



PROPERTY GUIDE

Section: BOROUGH OFFICE		Procedure #: 603-5
PROPERTY HELD IN COURT		
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WINDOW CLERK

1. Accept **PROPERTY RECEIPT SLIP** issued by District Attorney and, utilizing the document scanner, scan and upload as attached file to Invoice concerned via **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
2. Prepare an **OUT OF CUSTODY CARD** (*misc. 82-D*) and file if item not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**
3. Make entry in **SAFE/SECURITY ACTIVITY BOOK** noting that evidence was "*Held in Court*".

NOTE

If property held on blue receipt for more than 30 days:

- a) Notify District Attorney's Office concerned by **OFFICIAL DEPARTMENT LETTERHEAD** (UF50) as per sample attached.
- b) *If no response within 10 days forward appropriate copies of paperwork to Property Clerk Inspections Unit*

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Date

From: Commanding Officer, Property Clerk Division

To: Chief Assistant District Attorney

Subject: **STATUS OF OUTSTANDING PROPERTY**

Borough Office

Address

Phone

1. Records of this command indicate that you are holding the property listed below.
2. Please inform this office regarding the status of the property, e.g.
 - a) Still in the custody of the District Attorney's Office, anticipated return date?
 - b) Still required?
 - c) No longer in your custody? (if no longer please explain)

INVOICE# _____

DOCKET# _____

INDICTMENT# _____

DEFENDANT _____

DATE RECEIPT _____

ADA'S NAME _____



PROPERTY GUIDE

Section: BOROUGH OFFICE

Procedure #: 603-6

QUERY OF INVOICES FOR DESTRUCTION/DISPOSAL

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

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PURPOSE

In order to expedite the disposal of property the following filing methods are to be implemented.

PROCEDURE

1. **Narcotics** will be filed separately by Invoice number.
 - a. Bulk narcotic packages containing 50 invoices of unanalyzed narcotics misdemeanor/violations will come into the Pearson Place Warehouse from the Police lab as one package. All 50 invoices are assigned one storage number.
2. In “**Found Property**” cases, Property will be held based on the value of the property as determined by the below scale

Value	Time Held
Less than \$ 100.00	3 Months
\$100.00 to \$ 499.00	6 Months
\$500.00 to \$4,999.00	1 Year
More than \$ 5,000.00	3 Years

3. In “**Safekeeping**” cases, property will be held for a length of 120 days from date of invoicing.

NOTE

Effective 11/01/2006, Chapter 578 amends Penal Law 265.20(a)(1)(f) which states that firearms, rifles, shotguns and other weapons that were voluntarily surrendered (Safekeeping) can be disposed of after one (1) year.

4. For “**Investigatory Evidence**”, Invoice will be queried via **PROPERTY AND EVIDENCE TRACKING SYSTEM** for status one year from Invoice creation. Disposal shall begin after one year with the following exceptions:
 - a. **Homicide, Rape, IAB, Terrorism** or deemed by competent authority will be held **INDEFINITELY**.

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5. **All Felonies** (other than Homicide & Rape) will have an **OCA** (Office of Court Administration) check conducted after **four (4) years**.
 - a. If the defendant pleads guilty to a felony and does not make a timely demand/inquiry within **151 DAYS** (*120 days as per Title 38 plus 31 days as per the McClendon Decision*) after the termination of criminal proceedings, the property is disposed of.
 - b. If a timely demand/inquiry is made within the **151 DAYS**, the property is disposed of **270 DAYS** from the date the demand/inquiry was made.
 - c. If defendant convicted of a felony at trial, property must be held for $\frac{3}{4}$ of maximum sentence imposed for appeal purposes.
6. Misdemeanor Evidence will be held for **eighteen (18) months**.
7. Violation Evidence will be held for **ninety (90) days**.
8. In all cases, the supervisor in charge at a facility will designate personnel to perform routine queries of **PROPERTY AND EVIDENCE TRACKING SYSTEM** to determine length of time property has been on hand and ensure that a system is in place to facilitate appropriate disposal/destructions including the use of the appropriate "*Disposition*" function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**

NOTE

As per Patrol Guide 218-19 a Complaint Follow must be submitted within one (1) year to hold property except for Homicide and Rape cases.

RELATED PROCEDURES

PROPERTY GUIDE 604-07
PROPERTY GUIDE 608-26



PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **604-1**

RETURN OF PROPERTY AT FACILITY WINDOW

DATE ISSUED:

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WINDOW CLERK

1. Request invoice number from claimant if known, or utilize search function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** based on information given by claimant.
2. Review Invoice via **PROPERTY AND EVIDENCE TRACKING SYSTEM** to determine if individual present is listed as owner or other authorized individual to receive property and that property is eligible for return.
3. Check the identification and authorization of the individual to receive the property.

ARREST EVIDENCE

Return to person appearing with D.A.'s or Judge's Release if no discrepancy exists in the release. Verify the identification of the claimant or the owner as listed on the **PROPERTY CLERK INVOICE**. (See *McClendon Decision*)

INVESTIGATORY EVIDENCE

4. Return to person present if in possession of a letter from the Investigating Officer named on the Invoice stating that the person present is the owner of the property and that it is no longer needed for investigation and verify via comment section in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**. If any doubt exists, conduct appropriate investigation.

NOTE

In all instances when a release is required from an investigating officer, such release will be obtained by Property Clerk personnel from the facility concerned. The claimant will not be required to contact the officer except if identification of the complainant by the officer is required.

Every attempt will be made to obtain the release while the claimant is present at the Property Clerk, however, if this cannot be accomplished the claimant will be advised by U.S. mail or telephone message when such release has been obtained.

DECEDENT'S PROPERTY

- a. Return to person named in **LETTERS TESTAMENTARY** or **LETTERS OF ADMINISTRATION** obtained from the Surrogates Court. The person named can authorize another to pick-up the property if stated in writing and notarized.
- b. Return to the Public Administrator upon request.
- c. Return of safe deposit key or property valued over **\$30,000** requires N.Y.S. Tax Waiver. No waiver is necessary if claimant is surviving spouse and is the joint tenant with the decedent in the case, deposits or securities. Keys and/or

PROPERTY GUIDE

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contents of sealed residence do not require clearance from N.Y.S. Dept. of Taxation

WINDOW CLERK

FOUND PROPERTY

- a. Person claiming to be an owner.
 - (1) Return property if in possession of **FINAL NOTICE REGARDING PROPERTY** (*misc. 688N*).
 - (2) If not in possession of notice, return property upon presentation of documentation or other proof of ownership describing the property.
- b. Person claiming to be a finder, return property to person if eligible and the proper time period has elapsed.

OTHER (SAFEKEEPING) PROPERTY

Return property after identification of individual and comparison with invoice.

5. In all cases: Obtain property from Safe/Security Clerk or from general storage area. Upload photocopy of claimant's identification as well as the original copies of authorizations (**D.A. RELEASE, LETTERS OF TESTAMENTARY**, notarized letters from owner, etc.) to the Invoice via PETS using the document scanner.

PROPERTY STORED AT PEARSON PLACE WAREHOUSE

If property is stored at Pearson Place Warehouse, inform claimant as such and that he/she has thirty (30) days to retrieve this property.

6. Make entry of disposition in **SAFE LOG**.
7. Utilize the **PROPERTY AND EVIDENCE TRACKING SYSTEM** to conduct the "*RETURN TO OWNER*" function to release property. Have claimant sign signature pad to complete transaction.

PROPERTY GUIDE

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8. Give the property to claimant.
9. Indicate on Department records as follows if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM** :
 - a. Where a "*Full*" delivery is made, stamp "*Closed-Delivered*" with the date on the front of both the **PROPERTY CLERK FILE COPY** and the **PROPERTY CLERK WORK COPY**. Enter the receipt number from the **PROPERTY CLERK DELIVERY RECEIPT BOOK** and the name stamp and initials of the Window Clerk on each copy.
 - b. Where a "*Partial*" delivery is made, note as such on original Invoice if not in PETS. Enter items delivered, date and receipt number from the **PROPERTY CLERK DELIVERY RECEIPT BOOK**, name stamp and initials. Forward invoices and related papers to File Clerk.

FILE CLERK

10. File documents as indicated below if not in **PETS**:

FULL DELIVERIES

- a. Remove **COPY OF INVOICE** with attachments from "Come-Up" file (if appropriate) and affix to **WORK COPY OF INVOICE**.
- b. Attach authorization for release (**D.A.'S RELEASE**, etc.) to **WORK COPY OF INVOICE**, where appropriate.
- c. File all **WORK COPY OF INVOICES** with attachments in "*Closed*" file by date of closure.

PARTIAL DELIVERIES

- a. Return **PROPERTY CLERK WORK COPY OF INVOICE** to active file.

VERIFICATION OF OWNER'S PROPERTY

- a. The **INVOICE** lists a complainant but no owner, and the complainant appears to claim his property with a **D.A. RELEASE** property may be delivered to the complainant after inquiry.

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- b. The invoice lists a complainant but no owner and the Perpetrator appears to claim property with a **D.A. RELEASE** - the Borough Supervisor will direct that a demand be accepted from the prisoner. This demand will be for information only (*Do not forward to Division Officer or assign "F" number*) and the office supervisor will attempt to contact the complainant immediately. Initial attempts will be by telephone, if available, but a registered letter will be sent. If no response is received within 15 days from the date of the letter, the property will be released to the claimant.
- c. Do not inform claimants to contact arresting or investigating officer. It is the Property Clerk's responsibility to ascertain the status of the property. If no response is received from the Officer concerned, the Borough Supervisor will document this fact and follow "a" or "b" above.



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DISPOSAL OF CURRENCY AND NUMISMATIC MONEY		
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NUMISMATIC MONEY STORED IN SAFE AREA:

DISPOSAL UNIT

1. Make necessary notifications to owner if known.
2. If unclaimed, time limit has expired, and/or OCA check warrants a release.
 - a. Identify **WORK COPY OF THE INVOICES** for clearance if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**
 - b. Create **PROPERTY TRANSFER REPORT** via **PROPERTY AND EVIDENCE TRACKING SYSTEM** for delivery to Pearson Place for Auction purposes.
 - c. Indicate disposition in **SAFE LOG**.

WINDOW CLERK

3. Verify claimant's identification if requesting party is present.
4. Examine validity of documents presented.
5. Fill out appropriate captions in the **DELIVERY BOOK** and request the claimant's signature, or capture digitally if in **PROPERTY AND EVIDENCE TRACKING SYSTEM** after completing "*RETURN TO OWNER*" function.
6. Request property to be removed from safe security area by authorized safe personnel.
7. Open **SECURITY ENVELOPE** in presence of claimant and itemize the contents against the **INVOICE**.
8. Deliver property to claimant.
9. Utilizing the **DELIVERY STAMP** and **NAME STAMP** enter the Delivery #, Date and initials of MOS making delivery if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**
10. Create **PROPERTY TRANSFER REPORT** to Pearson Place Warehouse if appropriate.
11. File **WORK COPY OF THE INVOICE** IN "DAILY CLOSE OUTS" if not in PETS.
12. Close out **COPY OF THE INVOICE** as appropriate.
13. Indicate disposition in **SAFE LOG**.

U.S. CURRENCY (STAMPED AND PERFORATED) OR MONEY UNIT IN CHECKING ACCOUNT:

DISPOSAL UNIT

14. Make necessary notifications to owner, if known.
15. If unclaimed, process for conversion to the Police Department utilizing PETS as appropriate, or, submit **YELLOW COPY OF INVOICE** and attached documents to accountant who will process the **INVOICE** if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.

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WINDOW CLERK

16. Verify claimant's identification if requesting party is present.
17. Examine the validity of the documents presented for the release of the property.
18. Prepare a **CHECK REQUEST** (PD542-161) except for numismatic money.
19. Request claimant to sign the check request.
20. Present check request, copy of the Invoice and all documents to the supervisor or other assigned individual for approval and signature.
21. Upon supervisor's approval, the window clerk will deliver the check request copy of the Invoice, and all documents to the accountant who will issue the check.
22. Complete transaction utilizing "*RETURN TO OWNER*" function via **PETS**.

WINDOW CLERK

ACCOUNTANT

23. Verify in the cash receipts book that the amount is correct and that no previous (full or partial) disbursements have been made.
24. Prepare check and make proper entries in Receipts book, Disbursements Book, and on Accountant's Daily Cash Receipts/Disbursements report.
25. Take the check and all documentation to authorized person for second signature (usually supervisor).
26. If the money has been previously deposited, the accountant will return the **WORK COPY OF THE INVOICE** with the check to the window clerk for closing.
27. If the money has not been deposited the accountant will list this invoice on his/her next pending transfer and return **WORK COPY OF THE INVOICE** to window clerk for closing.

SUPERVISOR

28. Ensure that the original **COPY OF THE INVOICES** are closed by assigned personnel if not in PETS.



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RETURN OF HANDGUNS TO OWNER OR OTHER POLICE AGENCY

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When an out of town alarm is noted on an invoice or such alarm becomes known prior to destruction:

PROPERTY SAFE CLERK

1. Weigh the gun to determine the United Parcel Service costs for shipping to the agency which is requesting such firearm.
2. Forward a **CERTIFIED LETTER** (*misc. 1616*) return receipt requested to the agency concerned with instructions for return of the gun. Said instructions will advise the other agency to:
 - a. Submit a typewritten request on Police Department stationary signed by the Chief of Police requesting said weapon. The make, model, caliber and serial number of weapon should be included with the owner's name and address.
 - b. Include a U.S. Postal Money Order or a bank check made payable to the Property Clerk, N.Y.C.P.D. to cover shipping costs.
 - c. Respond to the Borough Office concerned within a 30 day period otherwise the gun will be destroyed.
3. Upon receipt of the above items, package the gun in a cardboard box in accordance with U.P.S. requirements as described on their *Form #U1227 NCR-TC-1*. Do not seal until after inspection by the supervisor.

SUPERVISOR

4. Inspect the gun being packaged and related forms.

PROPERTY SAFE CLERK

5. Attach the typewritten request which was submitted by the Police Agency, to the **WORK COPY OF THE INVOICE** if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**
6. Prepare the next receipt in the **PROPERTY CLERK DELIVERY RECEIPT BOOK**. Indicate that delivery was made via U.P.S.
7. Deliver the package to Manhattan Property Clerk Office for pickup by United Parcel Service with the following:
 - a. U.S. Postal Money Order or Bank Check for the shipping cost.
 - b. A copy of the **FIREARM SHIPMENT REQUEST** (*misc. 1616*) with appropriate shipping charges indicated.
8. Closeout the **PROPERTY CLERK WORK COPY** and **PROPERTY CLERK FILE COPY COPIES OF THE INVOICE** if not in PETS and include the U.P.S. information.
9. Utilize the "RTO" function in PETS if appropriate, and upload accompanying paperwork as a file using the document scanner.
10. Make an entry in the **FIREARMS SAFE LOG** indicating that the

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weapon has been permanently removed from the safe

11. Conduct an “*EXTERNAL TRANSFER*” to the requesting agency in if appropriate **PROPERTY AND EVIDENCE TRACKING SYSTEM**

NOTE

*If the Police agency does not respond to the letter forwarded in step 2, the gun will be processed for destruction in the normal manner. Attach a copy of the letter to the **PROPERTY CLERK WORK COPY OF INVOICE** if not in PETS.*

Where a N.Y.C. Alarm is noted on an invoice or such alarm becomes known prior to destruction:

SAFE CLERK

11. Forward a **CERTIFIED LETTER** (*misc. 1616*) return receipt requested, to the owner of the gun requesting he contact the Borough Property Clerk Office and advise:
 - a. Whether he/she is legally entitled to possess the gun.
 - b. If legally entitled, does he/she desire return of gun
 - c. Any other disposition requested, (i.e. sale to gun dealer, to NYC Peace Officer, or to a valid licensee).

DELIVERY TO N.Y.C. PISTOL LICENSEE

12. Return to NYC Pistol Licensee if:
 - a. He/she appears in person and properly identifies self
 - b. He/she presents a valid license and **PISTOL LICENSE SECTION FORM #33**.

DELIVERY TO POLICE/PEACE OFFICER

13. Deliver gun to another individual upon purchase from original owner when purchase is:
 - a. **NYC PEACE OFFICER / POLICE OFFICER**
 - I. Must appear in person.
 - II. Present shield, identification card and letter of authorization from his Commanding Officer. If seller is a Pistol License holder, the letter from buyer's Commanding Officer must be endorsed by Commanding Officer, Pistol License Section.
 - III. Submit a notarized **BILL OF SALE**.
 - IV. The “*RETURN TO OWNER*” function will be conducted via **PROPERTY AND EVIDENCE TRACKING SYSTEM**.

OTHER LICENSEE

- b. **LICENSEE FROM ANOTHER JURISDICTION IN N.Y. STATE**
 - I. Process as per instructions for return of gun to out of town Police Agency.

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DELIVERY TO

c. **NYC Gun Dealer** **GUN DEALER** I. Dealer must appear in person or send a representative with written authorization.

II. Submit a notarized **BILL OF SALE**

III. Present a copy of NYC Firearm Dealer License.

IV. Person picking up weapon must be a valid NYC Pistol License

V. The “*RETURN TO OWNER*” function will be conducted via **PROPERTY AND EVIDENCE SYSTEM**.

DELIVERY TO OUT OF TOWN GUN DEALER

d. **Out of Town Gun Dealer**

Ship to dealer upon receipt of:

I. Notarized **BILL OF SALE**

II. Letter of authorization from local Police attesting to dealer status

III. Copy of **FEDERAL FIREARMS DEALER'S LICENSE**

IV. U.S. Postal Money Order or Bank Check made payable to Property Clerk Division NYCPD to cover shipping costs.

V. Upload documentation into **PETS** and conduct the “*RETURN TO OWNER*” function. The tax number of the MOS conducting this transaction will be signed into the signature pad.

WINDOW CLERK

14. Close out **PROPERTY CLERK FILE COPY AND WORK COPY OF INVOICE**. Make entry in **FIREARM SAFE LOG** indicating weapon has been permanently removed from safe.
15. Prepare an **INVENTORY CARD (PD542-102)** listing the weapon and delivery information and forward to the Property Safe Clerk concerned.

NOTE

Safekeeping firearms will be handled in the same manner as weapons wanted on NYC Alarm.

New York City issued pistol licenses are valid throughout New York State. Licenses issued outside New York City are not generally valid within the City. However, county licenses marked "Retired Police Officer" are valid in New York City if they are issued in New York State. Other county licensees are permitted to transport the firearm in a locked box through the City to a location outside the City provided the trip is not interrupted. This includes a county licensee who purchases firearms from a licensed dealer in New York City and who is immediately transporting those firearms out of the City in a locked container.

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AUCTION / DESTRUCTION PROCESSING AT BOROUGH OFFICE		
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FILE CLERK

1. Search “come-up” files and remove those invoices and their attachments representing property that has been held unclaimed for the required minimum period of time, or, query PETS system if applicable.

SUPERVISOR

2. Review **WORK COPIES OF INVOICE** to ensure that the appropriate notifications have been made and that the minimum required holding period of time has elapsed if not in PETS. Run O.C.A. checks on property as outlined in *Property Guide 203-6*.
3. Forward papers to Disposal Clerk

DISPOSAL CLERK

4. Separate **INVOICES** by type of property indicated for auction/destruction processing as follows:
 - A. Narcotics (see special procedure)
 - B. Handguns
 - C. Rifles/shotguns
 - D. Jewelry/ Foreign Currency
 - E. General property
 - F. Weapons - large dangerous (swords, club, spears etc.)
 - G. Weapons - small dangerous (knives, billies, hand cuffs, stun guns etc.)
 - H. Miscellaneous tools - large (sledgehammers, crowbars etc.)
 - I. Miscellaneous tools - small (screwdrivers, pliers etc.)
 - J. Hypodermic instruments (see special procedure)
 - K. Items of no auction value (used clothing, wallets, keys etc.)

NOTE

For the sake of brevity, in the following procedures the above types of property will be referred to by letter designation.

DISPOSAL CLERK

Items "A" thru "D"

- ◆ Transfer to Pearson Place Warehouse with the **WORK COPY** of **INVOICE** for destruction as contraband or for auction as items having substantial individual value. Create “PTR” utilizing PETS if appropriate.

Items “E,” “H” and “I”

- ◆ Identify, pull, and enter in the *Property.Com* Database for auction purposes.
- ◆ Barcode both the **PROPERTY AND WORK COPY INVOICE** and swipe into database.
- ◆ Enter description of property into database

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- ◆ Notify Pearson Place Warehouse to obtain a ***Property.Com*** pick up date.
- ◆ ***Property.Com*** personnel will be escorted into facility and will receive property piece by piece under supervision of property clerk personnel.
- ◆ Generate a shipping manifest that is signed off by Property Clerk and ***Property.Com*** personnel. One copy goes with property and one is filed at facility.
- ◆ Close **COPY OF THE INVOICE** as appropriate.
- ◆ File **COPY OF THE INVOICE** in Close-Out file by date of disposition.
- ◆ Make **COMMAND LOG** entry of persons entering facility and quantity of property leaving facility.
- ◆ See list at end of procedure for a list of property not to be sent to ***Property.com***

Items "F" & "G"

- ◆ Transfer to Pearson Place in bulk
- ◆ Contraband (**F & G**) will be marked for destruction.
- ◆ **Work Copies of Invoices** pertaining to this property will be retained at the Borough Office.

Item "G" Stun Guns

- ◆ When cleared for disposal (and is operable) contact Special Operations Division/Emergency Service and ascertain if it will be needed for conversion.

Item "J" plastic tubes containing syringes

- ◆ Remove from the security envelopes and placed in the Sharp's container. (Under no circumstances will a member open a plastic tube containing a syringe/hypodermic needle.)
- ◆ Work copies of these invoices will be retained at the Borough Office.

Item "K"

- ◆ Disposed of at the Borough Office by first rendering item unusable and then placing in suitable trash receptacle for Sanitation Department pickup.
- ◆ Work copies of these invoices will be retained at the Borough Office.

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- | | |
|-----------------------|--|
| DISPOSAL CLERK | <p>5. Place invoices in Borough Storage Number order by type of property.</p> <p>6. Return all papers to File Clerk.</p> <p>7. Prepare appropriate forms (2 copies each) for property transfer or disposal based on the type of property as indicated below:</p> <ul style="list-style-type: none"> ◆ Prepare NARCOTICS TRANSMITTAL SHEET (<i>misc. 2143</i>) for type "A" ◆ Prepare PROPERTY TRANSFER CONTROL FORM (<i>misc.1088</i>) for type "D" and "J". ◆ For items "F" and "G" eliminate storage numbers and indicate number of boxes and type of property. ◆ Prepare FIREARM CONTROL TRANSFER FORM and cover sheet for type "B" and "C" <p>8. Forward above forms and corresponding invoices to supervisor for review.</p> |
| SUPERVISOR | <p>9. Ensure that property invoices have been properly separated by type.</p> |
| ACCOUNTANT | <p>10. Review PROPERTY TRANSFER CONTROL FORM, FIREARMS TRANSFER CONTROL FORM, and NARCOTICS TRANSMITTAL SHEETS for accuracy.</p> <p>11. Count invoices for inclusion in monthly report.</p> <p>12. Return all papers to File Clerk.</p> |
| FILE CLERK | <p>13. Mark corresponding PROPERTY CLERK FILE COPIES OF INVOICES, indicating disposal by using appropriate stamp and date. (Except Manhattan) Manhattan will enter close-out information into their Close-Out Database.</p> <p>14. Indicate the above posting by signing and name stamping NARCOTIC TRANSMITTAL SHEET, PROPERTY TRANSFER CONTROL FORM, AND FIREARMS TRANSFER CONTROL FORM in appropriate area and forward to Disposal Clerk.</p> |
| DISPOSAL CLERK | <p>15. Remove property from the storage location indicated on the WORK COPY OF THE INVOICES and place into shipping containers by type of property, indicating the contents thereon. (Identifying tags shall not be removed from bulk items - type "F" and "G")</p> |

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RIFLES / SHOTGUNS

16. Remove rifles from cases. Tie rifles and shotguns into "bundles" representing approximately five rifles each, affixing tags assigning bundle number to each.

If rifle has telescopic sight:

- a. Remove sight
- b. Mark **INVOICE** "*sight removed*", name stamp and initial if appropriate.
- c. Attach **EVIDENCE TAG** with invoice number to the sight and safeguard for next auction.
- d. Make photocopy of **INVOICE** if not in PETS.
- e. Send work copy to auction/destruction unit with rifle as per regular destruction procedure.
- f. Send photocopy of invoice with sight to auction/destruction unit as per regular auction/destruction procedure.
- g. Enter dates of each disposition on original white (except Manhattan).

HANDGUNS

17. Any subject weapons that have been stored in carrying case must be removed from said carrying case and placed into shipping containers ("revolver boxes").

*Department member responsible for placing handguns into containers will seal said containers by taping and then writing the **Peddler Seal** # across the tape. Place individual plastic bags inside containers and secure each bag with a Property Clerk Division plastic security seal. Using "**FIREARM TRANSFER CONTROL FORM**", prepare separate form for each box in duplicate, entering seal #, signature of member sealing said container, name stamp, and date sealed. In preparing revised control form, indication must be made for the actual number of handguns/rifles being shipped with said box; the numbers will be indicated in the appropriate spaces on the second line of transfer control form concerned. The first (original) and second copies of said **TRANSFER CONTROL FORMS** for all boxes being shipped will be compiled for signature by the supervisor concerned.*

SUPERVISOR

Supervisor will make prior notification of the shipment of firearms to ensure that a supervisor will be present at the Pearson Place Storehouse to receive, inspect, and verify the delivery. On date of shipment, a cover sheet will be prepare, in duplicate, indicating the total number of boxes being shipped, the total number of handguns contained in sealed boxes,

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the total number of rifles accompanying said handguns and the total number of vouchers describing weapons concerned.

Upon receipt at the Pearson Place Storehouse said cover sheet and first two copies of all transfer control forms will be presented for inspection, verification, and signature by supervisor receiving same. Second copy of cover sheet and second copy of all transfer control forms concerned will be returned to Borough Supervisor concerned as receipts for subject weapons.

- | | |
|-----------------------|--|
| DISPOSAL CLERK | <p>18. Stamp WORK COPY OF INVOICE with "auction/destruction" stamp, name stamp, initials, and date.</p> <p style="padding-left: 20px;">a. Indicate "bulk" on those invoices of property sent to Pearson Place as type "F" and "G".</p> <p style="padding-left: 20px;">b. Place name stamp, closed destroyed stamp, and initial on those invoices of Property destroyed at the Borough Office (K).</p> |
| SUPERVISOR | <p>19. Verify the destruction of property having no auction value by initialing and name stamping invoices opposite those items marked "destroyed".</p> |
| DISPOSAL CLERK | <p>20. Mark PROPERTY TRANSFER CONTROL FORM, NARCOTIC TRANSMITTAL SHEET, AND FIREARMS TRANSFER CONTROL with the number of the shipping container or bundle number in the appropriate area.</p> <p>21. Seal metal shipping container for Narcotics and Jewelry with a numbered lead seal and make appropriate entries in the SEAL LOG.</p> <p>22. Enclose WORK COPIES OF INVOICES for Category A-D in envelopes separated and marked with the shipping container number and place with corresponding container in a secure area to await delivery to the Pearson Place Storehouse.</p> <p>23. Forward WORK COPIES OF INVOICES for property type "E" thru "K" to the File Clerk</p> <p>24. Contact Pearson Place Warehouse and abide by their instructions regarding the shipment of firearms, narcotics, jewelry, and Hypodermic needles and syringes to that facility.</p> <p>25. Sign one copy of each PROPERTY TRANSFER CONTROL FORM, FIREARM TRANSFER CONTROL FORM, OR NARCOTICS TRANSMITTAL SHEET as a receipt and leave it at the Borough Office.</p> |
| BOROUGH DRIVER | <p>26. Deliver Property and corresponding papers to the Pearson Place Warehouse.</p> |

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FILE CLERK

27. File the following signed receipts at the Borough Office:
- A. **PROPERTY TRANSFER CONTROL FORM**
 - B. **NARCOTIC TRANSMITTAL SHEETS**
 - C. **FIREARMS TRANSFER CONTROL FORM**
 - D. All **WORK COPIES (YELLOW) OF INVOICES** for property type "E" thru "K"

SUPERVISOR

28. The facility supervisor will be accountable for the integrity of the destruction procedures.
29. The facility supervisor will ensure that no property having any auction value whatsoever is destroyed at the Borough level

NOTE

Whenever property of a religious nature is closed with no claimant, and would normally be eligible for either destruction or auction, that property will be hand delivered to the Commanding Officer, Property Clerk Division for conversion to the Chaplain's Office. Such property shall be treated as any other converted property except that there will be no advance request for such property from the command (Chaplain's Office). Articles which will be considered for these special conversions include but are not limited to, Torahs, chalices, etc.

PROPERTY NOT TO BE SENT TO AUTHORIZED AUCTION VENDOR

- | | |
|-------------------------|--|
| a. License plates | k. Pornography |
| b. Toy Guns | l. Weapons of any kinds |
| c. Political Literature | m. Anything that that can be digested |
| d. Laser pointers | n. Baby car seats |
| e. Rifle scopes | o. Spray Paint |
| f. Slingshots | p. Mace |
| g. Lights | q. Any form of Trademark Counterfeit Property |
| h. Tokens | r. Foreign Currency |
| i. Phone cards | s. Personal Property (credit cards, Identification, Driver's License, keys etc.) |
| j. EZ-Passes | t. Property identified for conversion |
| | u. Property identified as "Not Auctionable" |
| | v. Property as determined by the CO, PCD |



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NARCOTICS DISPOSAL PROCESSING AT BOROUGH OFFICE		
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DEFINITION

1810B Narcotics are those invoices containing from 1 to 15 ounces of controlled substances (excluding marihuana).

DESIGNATED SAFE CLERK

UPON RECEIPT OF NARCOTIC INVOICE CLEARED FOR DISPOSAL:

1. Place **WORK COPY OF INVOICES** in Borough Storage Number order, keeping "1810B" invoices separate from other narcotics, if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
2. Prepare **NARCOTICS TRANSMITTAL SHEET** (Misc. 2143) listing a maximum 200 invoices on each of two pages to correspond with captions on form, or, "**PROPERTY TRANSFER REPORT**" via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as appropriate.

NOTE

*Prepare separate Narcotics Transmittal Sheet and separate shipping container for "1810B" narcotics. Make entry in "1810" **SAFE LOG** indicating disposal of these items. It is not required to enclose 200 envelopes of "1810B" narcotics to a container; however, no more than 50 shall be enclosed in a bag or more than 200 in a container.*

SUPERVISOR

3. Assign Safe Clerk and another competent member to perform duty as a Disposal Team.

DISPOSAL TEAM

4. Acting as a team with another authorized safe clerk, remove Narcotic Envelopes from storage locations in Borough Storage Number order.
5. Compare for accuracy the information recorded on **INVOICE** with that on **NARCOTIC ENVELOPE**.
6. Examine plastic heat sealed envelope to ensure that the integrity of the packaging has not been breached.
7. Remove currency (if any) from separate portion of package containing same and prepare a list indicating storage number of **INVOICE** and the amount of currency removed. Compare the amount with the invoice for accuracy. This removal will be noted on the **NARCOTICS TRANSMITTAL SHEET**.

NOTE

If currency is found to be commingled with the actual narcotics it will be forwarded to the Police Lab where it will be separated and resealed.

DISPOSAL TEAM

8. Prepare new **PROPERTY CLERK INVOICE** for currency removed, listing the amount of currency and the storage number of **PROPERTY CLERK INVOICE** from which it was obtained.

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NOTE

In the event discrepancies are discovered in either the package or the recording of information notify the Borough Supervisor, who shall immediately notify the Property Clerk Division Integrity Control Officer and be guided by his/her instructions.

DISPOSAL TEAM

9. Place a maximum of 200 narcotics envelopes in metal shipping containers to conform with **NARCOTICS TRANSMITTAL SHEETS** as noted below:
 - a. Place 2 bags in each shipping container.
 - b. Place a maximum of 100 envelopes in each of the 2 plastic bags, in numerical sequence, with the Storage Number positioned for visibility.
10. Print container number on **NARCOTICS TRANSMITTAL SHEETS** in area captioned "Box".
11. Seal container with two serial numbered lead seals and record seal numbers in **SEAL LOG** and on **NARCOTICS TRANSMITTAL SHEETS**.
12. Mark shipping containers with the following information:
 - a. Container number (consecutively beginning with #1 each year)
 - b. Borough Office designation
13. Mark **WORK COPY OF INVOICES** with "Auction/Destruction" stamp. Mark the **NARCOTICS TRANSMITTAL SHEETS** with the "name stamp", "initials", and "date".
14. Forward **WORK COPY OF INVOICES** and **NARCOTICS TRANSMITTAL SHEETS** to supervisor for review.

SUPERVISOR

15. Review **TRANSMITTAL SHEET AND INVOICES** for accuracy and completeness. Sign in appropriate space and have member responsible for statistical reports incorporate these figures into current month's statistical report.
16. Assign a member to stamp and date the **PROPERTY CLERK FILE COPY INVOICES** as "closed". Have member indicate this posting by signing and name stamping **NARCOTICS TRANSMITTAL SHEET** in appropriate area.

Manhattan Property Clerk will accomplish the close out procedure via computer entry.

17. Ensure "close out" of file copies of **INVOICES** by random checks.

DISPOSAL TEAM

18. Enclose **WORK COPY OF INVOICES** and **TRANSMITTAL SHEETS** in envelopes marked with the respective shipping container number and place with the containers in a secure area to await shipment to Pearson Place Warehouse.

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NOTE

*Three **NARCOTICS TRANSMITTALS** will be forwarded to the Pearson Place Warehouse when transporting the sealed tins of narcotics - one original (with history on rear) and two additional copies.*

SUPERVISOR

19. Inspect shipping containers for security ensuring that tins are not defective (excessive play in lid, etc.). Lead seals will be affixed around the hasps in such a manner as to minimize the amount of play between the lid and the body of the tin. Contact Pearson Place Warehouse for delivery instructions.

ACCOUNTANT

20. Inspect **INVOICE** verifying correct totals have been entered for currency removed from **NARCOTIC ENVELOPES** for accuracy, and proceed as per currency intake/disposal procedure.

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: 604-6

DISPOSAL OF HYPODERMIC NEEDLES AND SYRINGES

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

03/01/2015

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**ASSIGNED
BOROUGH
MEMBER**

1. Separate invoices cleared for disposal according to storage location.
 - Stored in **NARCOTIC SAFE**
 - Stored in **GENERAL PROPERTY AREA**

PROCESSING PACKAGES STORED IN NARCOTICS SAFE

2. Verify that no controlled substance or marihuana is listed on the **INVOICE**. Hypodermic needles/syringes that are not individually packaged, but packaged with controlled substances/marihuana will be forwarded to the Police Lab to be packaged separately.

PROCESSING PACKAGES STORED IN GENERAL PROPERTY AREA

3. Plastic tubes containing syringes/hypodermic needles will be removed from their security envelopes and placed in the red Sharps Container. The security envelopes will be disposed of separately.

NOTE

Under no circumstances will a member open a plastic tube containing syringes/hypodermic needles.

4. The following label will be affixed to all Sharps Containers.

**N.Y.C.P.D.
47-15 Pearson Place
Long Island City, N.Y. 11101
718-361-1021**

WHEN A SHARPS CONTAINER IS FILLED

5. Snap close the lid and ensure that the container is labeled.
6. Have Sharps containers placed in the plastic lined disposal boxes provided by the vendor. Labels provided must be affixed to both the red plastic liner and the box. Box must be taped closed at the top and bottom.
7. Have a **PROPERTY TRANSFER REPORT** prepared indicating the number of Sharps containers forwarded to Pearson Place.
8. Ensure that the **FILE COPY** and **WORK COPY** of each corresponding **INVOICE** are stamped with "**CLOSED / FORWARDED FOR AUCTION-DESTRUCTION**" if appropriate and indicate the closeout date, or, complete via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as appropriate.

**BOROUGH
SUPERVISOR**

PROPERTY GUIDE

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PEARSON PLACE WAREHOUSE DESTRUCTION

AFTER DELIVERY OF SHARPS CONTAINERS TO PEARSON PLACE

9. Maintain copies of **PROPERTY TRANSFER REPORTS** indicating the number of Sharps Containers received from each borough.
10. Arrange an appropriate pick-up date with vendor.

ADDITIONAL INFORMATION

The Pearson Place Warehouse Supervisor will be responsible for maintaining an accurate recording of the **TRANSFER REPORTS** and disposals of Sharps Containers.



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Section: BOROUGH OFFICE		Procedure #: 604-07
RETENTION GUIDELINES		
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DEFINITIONS

BIOLOGICAL EVIDENCE – Evidence which potentially contains DNA such as hair, tissue, latent fingerprints or bodily fluids like blood semen or saliva. Typically, biological evidence is sealed in a Biological Evidence Bag, has an orange bio-hazard sticker affixed to it, or is classified as Biological Evidence in PETS.

DEMAND – A request for return of property made by a claimant who produces proper identification, a Property Clerk Invoice and a written district attorney's release covering such property (38 RNY 12-35) within 120 days after termination of the criminal proceedings. By law, a criminal proceeding terminates on the 31st day following sentencing or on the date of acquittal (38 RCNY 12-31).

INQUIRY – A request for return of property made by a claimant which is not accompanied by a district attorney's release. The claimant must provide a district attorney's release or denial of said release within 270 days of the inquiry to maintain their interest in the property (38 RCNY 12-35).

HOLD – An indefinite hold on the disposal or release of the property that is needed as evidence for an ongoing investigation, a criminal case or a civil lawsuit. Detectives, supervisors and Legal Bureau attorneys may place a hold on property via a request to the Property Clerk who will note it in PETS. Before the property is disposed of or released, a conferral will be made with the individual who requested the indefinite hold.

ADA HOLD – A one-year hold on evidence that may be requested by an Assistant District Attorney (ADA) or Assistant United States Attorney (AUSA) by emailing the approved form to pets@nypd.org. An acknowledgment of receipt will be provided. The ADA/AUSA is responsible for renewing that hold annually.

RETENTION – A one-year hold on the disposal or release of property that is needed for an ongoing investigation. A detective or supervisor can place a retention on property in the PETS system as directed by Patrol Guide 218-55, "Retention of Invoiced Property." The retention must be renewed at the end of each year and be accompanied by a complaint follow-up.

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OCA/PACER CHECK – A check of the Office of Court Administration’s (“OCA”) database provides information related to cases prosecuted in state court. A check of the Public Access to Court Electronic Records’ (“PACER”) database provides information for cases being prosecuted in federal court. If the OCA check does not yield any results for a particular case, that case may be before a federal court. In that circumstance, a PACER check will be conducted to determine the disposition of the federal prosecution. When required, a check in OCA or PACER must be done for every defendant associated with the evidence, not just the defendant named on the Property Clerk Invoice.

PURPOSE

To define the parameters for retention and final disposition of invoiced property.

PROCEDURE

THE PROPERTY CLERK WILL DISPOSE OF INVOICED PROPERTY IN THE FOLLOWING MANNER

1. GENERAL PROPERTY

a. ARREST EVIDENCE

I. FELONY

- i. If the defendant pleads guilty to a felony and does not make a timely demand/inquiry within **151 DAYS** (*120 days as per Title 38 plus 31 days as per the McClendon Decision*) after the termination of criminal proceedings, the property is disposed of.
- ii. If a timely demand/inquiry is made within the **151 DAYS**, the property is disposed of **270 DAYS** from the date the demand/inquiry was made.
- iii. If defendant convicted of a felony at trial, property must be held for $\frac{3}{4}$ of maximum sentence imposed for appeal purposes.
- iv. All felonies will have an OCA (Office of Court Administration) check conducted after **FOUR (4) YEARS**.
- v. Prior to destruction, as a final safeguard against destroying evidence in a pending case:
 1. Perform an OCA check to determine if the relevant criminal proceeding has terminated and/or sentence imposed has expired.
 2. Determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

II. MISDEMEANOR

- i. Evidence will be held for **EIGHTEEN (18) MONTHS**.

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- ii. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.
- III. VIOLATION
 - i. Evidence will be held for **NINETY (90) DAYS**.
 - ii. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.
- b. **INVESTIGATORY EVIDENCE**
 - I. Investigatory evidence will be disposed of after **ONE (1) YEAR**.
 - II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 - i. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.
 - III. A **COMPLAINT FOLLOW-UP** must be submitted within **ONE (1) YEAR** to hold property for an additional year. A new **COMPLAINT FOLLOW-UP** must be submitted each year for the property to be retained.
- c. **SAFEKEEPING PROPERTY**
 - I. Safekeeping property will be held for **120 DAYS** from date of invoice.
 - II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 - i. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

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d. FOUND PROPERTY

- I. Found Property will be held based on the value of the property as determined by the scale below:

Value	Time Held
Less than \$ 100.00	3 Months
\$100.00 to \$ 499.99	6 Months
\$500.00 to \$4,999.99	1 Year
More than \$ 5,000.00	3 Years

- II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.

- i. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

e. DECEDENT'S PROPERTY

- I. Decedent's property will be held for **FIVE (5) YEARS** after which time it will be turned over to the Public Administrator concerned.

- II. If a proper party, such as an executor in possession of a letters testamentary or a letter of administration or a Public Administrator, makes a claim during the five (5) year period, prior to releasing property, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD or ADA HOLD.

- III. If a proper party has not made a claim:

- i. Make a notification to the Public Administrator. A record of the notification will be recorded on the invoice in PETS, and will include the time, date and name of the person notified at the Public Administrator's Office.
 - ii. If the Public Administrator objects to the destruction, the property may not be destroyed. It must be turned over to the custody of the Public Administrator.
 - iii. If the Public Administrator approves, dispose of the property.

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- IV. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

2. GUNS/RIFLES/TOY GUNS

a. **ARREST EVIDENCE**

I. FELONY

- i. If the defendant pleads guilty to a felony and does not make a timely demand/inquiry within **151 DAYS** (*120 days as per Title 38 plus 31 days as per the McClendon Decision*) after the termination of criminal proceedings, the property is disposed of.
- ii. If a timely demand/inquiry is made within the **151 DAYS**, the property is disposed of **270 DAYS** from the date the demand/inquiry was made.
- iii. If defendant convicted of a felony at trial, property must be held for $\frac{3}{4}$ of maximum sentence imposed for appeal purposes.
- iv. All felonies will have an OCA (Office of Court Administration) check conducted after **FOUR (4) YEARS**.
- v. Prior to destruction, as a final safeguard against destroying evidence in a pending case:
 1. Perform an OCA check to determine if the relevant criminal proceeding has terminated and/or sentence imposed has expired.
 2. Determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

II. MISDEMEANOR

- i. Evidence will be held for **EIGHTEEN (18) MONTHS**.
- ii. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

b. **INVESTIGATORY EVIDENCE**

- I. Investigatory evidence will be disposed of after one year.
- II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.

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- a. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

III. A **COMPLAINT FOLLOW-UP** must be submitted within **ONE (1) YEAR** to hold property for an additional year. A new **COMPLAINT FOLLOW-UP** must be submitted each year for the property to be retained.

c. **AMNESTY FIREARMS**

- I. Firearms, rifles, shotguns surrendered will be destroyed upon intake.

d. **SAFEKEEPING FIREARMS**

- I. Firearms, rifles, shotguns and other weapons that were voluntary surrendered (Safekeeping) can be disposed of after **ONE (1) YEAR**.

- II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.

- i. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

NOTE

Effective 11/01/2006, Chapter 578 amends Penal Law 265.20(a)(1)(f) which states the firearms, rifles, shotguns and other weapons that were voluntary surrendered (Safekeeping) can be disposed of after one (1) year.

e. **DECEDENT'S PROPERTY**

- I. Decedent's property will be held for **FIVE (5) YEARS** after which time it will be turned over to the Public Administrator concerned.
- II. If a proper party, such as an executor in possession of a letters testamentary or a letter of administration or a Public Administrator, makes a claim during the five (5) year period, prior to releasing property, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD or ADA HOLD.

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- III. If a proper party has not made a claim:
- Make a notification to the Public Administrator. A record of the notification will be recorded on the invoice in PETS, and will include the time, date and name of the person notified at the Public Administrator's Office.
 - If the Public Administrator objects to the destruction, the property may not be destroyed. It must be turned over to the custody of the Public Administrator.
 - If the Public Administrator approves, dispose of the property.
- IV. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

3. NARCOTICS

a. **ARREST EVIDENCE**

I. **FELONY**

- If the defendant pleads guilty to a felony within **151 DAYS** (*120 days as per Title 38 plus 31 days as per the McClendon Decision*) after the termination of criminal proceedings, the property is disposed of.
- If defendant convicted of a felony at trial, property must be held for $\frac{3}{4}$ of maximum sentence imposed for appeal purposes.
- All felonies will have an OCA (Office of Court Administration) check conducted after **FOUR (4) YEARS**.
- Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

II. **MISDEMEANOR**

- Evidence will be held for **EIGHTEEN (18) MONTHS**.
- Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

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b. INVESTIGATORY EVIDENCE

- I. Investigatory evidence will be disposed of after one year.
- II. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 - i. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.
- III. A **COMPLAINT FOLLOW-UP** must be submitted within **ONE (1) YEAR** to hold property for an additional year. A new **COMPLAINT FOLLOW-UP** must be submitted each year for the property to be retained.

4. PEDDLER PROPERTY

- a. Peddler property that is deemed trademark counterfeit and classified found/abandoned property will be destroyed on intake.
- b. All other peddler property will be disposed of **NINETY (90) DAYS** from the date of invoice.
- c. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

5. TRADEMARK COUNTERFEIT

a. ARREST EVIDENCE

I. FELONY

- i. If the defendant pleads guilty to a felony and does not make a timely demand/inquiry within **151 DAYS** (*120 days as per Title 38 plus 31 days as per the McClendon Decision*) after the termination of criminal proceedings, the property is disposed of.
- ii. If a timely demand/inquiry is made within the **151 DAYS**, the property is disposed of **270 DAYS** from the date the demand/inquiry was made.
- iii. If defendant convicted of a felony at trial, property must be held for $\frac{3}{4}$ of maximum sentence imposed for appeal purposes.
- iv. All felonies will have an OCA (Office of Court Administration) check conducted after **FOUR (4) YEARS**.
- v. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

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II. MISDEMEANOR

- i. Evidence will be held for **EIGHTEEN (18) MONTHS**.
- ii. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

NOTE

If an item is deemed "TRADEMARK COUNTERFEIT" it is not "Returned to Owner" and will be destroyed.

6. **BIOLOGICAL EVIDENCE**

a. **ARREST EVIDENCE**

I. FELONY

- i. Evidence related to felony arrests will be held for a minimum of five (5) years from intake regardless of the status of the criminal proceeding. If the criminal proceeding has not terminated by the end of the five (5) year time period, evidence will be held until the criminal case reaches a disposition or the District Attorney issues a property release. If the criminal proceeding results in a conviction at trial or a guilty plea, evidence MUST be held for the entire sentence imposed.
- ii. Exception: If a timely demand/inquiry is made by a claimant evidence will be released. Under no circumstances will evidence be released without a District Attorney's property release.
- iii. Prior to destruction, as a final safeguard against destroying evidence in a pending case:
 1. Perform an OCA/PACER check to determine if the relevant criminal proceeding has terminated and/or sentence imposed has expired.
 2. Determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

II. MISDEMEANOR

- iii. Evidence will be disposed of after 18 months absent a timely demand/inquiry by a claimant. Under no circumstances will evidence be released without a District Attorney's property release.
- iv. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with investigator, unit, agency or prosecutor that requested the HOLD.

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III. VIOLATION

- i. Evidence will be disposed of after 90 days absent a timely demand/inquiry by a claimant.
- ii. Prior to destruction, as a final safeguard against destroying evidence in a pending case, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

a. INVESTIGATORY EVIDENCE

I. FELONY

- i. Evidence will be disposed of after five (5) years.
- ii. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with investigator, unit, agency, or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 1. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

II. Misdemeanor

- i. Evidence will be disposed of after 18 months.
- ii. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 1. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.
- iii. A **COMPLAINT FOLLOW-UP** must be submitted within **ONE (1) YEAR** to hold property for an additional year. A new **COMPLAINT FOLLOW-UP** must be submitted each year for the property to be retained.

b. DECEDENT PROPERTY

- i. Property will be held for a minimum of five (5) years
- ii. If a proper party, such as an executor in possession of a letters testamentary or a letter of administration or a Public Administrator, makes a claim during the five (5) year period, prior to releasing property, determine if a HOLD or ADA HOLD has been placed on the property and if so,

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confer with the investigator, unit, agency or prosecutor that requested the HOLD or ADA HOLD.

iii. If a proper party has not made a claim:

1. Make a notification to the Public Administrator. A record of the notification will be recorded on the invoice in PETS, and will include the time, date and name of the person notified at the Public Administrator's Office.
 2. If the Public Administrator objects to the destruction, the property may not be destroyed. It must be turned over to the custody of the Public Administrator.
 3. If the Public Administrator approves, dispose of the property.
- iv. Prior to destruction, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD or ADA HOLD has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD.

c. SAFEKEEPING

- i. Evidence will be disposed of after 120 days absent a timely demand/inquiry by a claimant. If a timely demand is made by a claimant, release property.
- ii. Prior to destruction or release, as a final safeguard against destroying evidence in an active investigation, determine if a HOLD, ADA HOLD or RETENTION has been placed on the property and if so, confer with the investigator, unit, agency or prosecutor that requested the HOLD, ADA HOLD or RETENTION.
 1. If advised by the above that an arrest has been made or a criminal proceeding commenced, follow the "Arrest Evidence" guidelines.

NOTE

Arrest Evidence or Investigation Evidence involving Homicide, Sexual Offense, Arson/Explosion and or IAB will not be destroyed by the Property Clerk Division.

Biological Arrest Evidence and Biological Investigatory Evidence involving Homicides/Attempts, Felony Sexual Offenses/Attempts, Kidnappings, or Arson/Explosions will not be destroyed by the Property Clerk Division. Biological Arrest Evidence and Biological Investigatory Evidence involving the Internal Affairs Bureau will only be designated for destruction AFTER approval is received from the Internal Affairs Bureau. When PACER or OCA checks are required it must be performed for every defendant listed.

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If the Office of the Chief Medical Examiner (OCME) tested the evidence, the extract tested will remain in the OCME's catalogue after the property itself is destroyed.

RELATED RESOURCES

Property Guide Procedure 608-26 McClendon Decision
Property Guide Procedure 608-27 OCA & PACER Checks Guidelines
Krimstock v. Kelly
Rules of the City of New York Title 38 Section 12-35
New York City Administrative Code Section 14-140



PROPERTY GUIDE

Section: DISPOSAL PROCEDURES		Procedure #: 604-08
JEWELRY AUCTION/DESTRUCTION PROCESSING		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 3

PURPOSE

To dispose of invoiced jewelry stored at the Property Clerk Warehouse System via auction or destruction.

JEWELRY INTAKE OFFICER

1. Compare **PROPERTY TRANSFER CONTROL FORM/ PROPERTY TRANSFER REPORT** as appropriate, against **PROPERTY CLERK INVOICE** to ensure that all invoices are accounted for.
2. Inspect the integrity of the peddler/lead seal on shipping container and ensure same seal as recorded on the **PROPERTY TRANSFER CONTROL FORM/ PROPERTY TRANSFER REPORT**
3. Sign copies of **PROPERTY TRANSFER CONTROL FORM** (Misc. 1088) or perform "**INTAKE**" function via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as appropriate.
 - a. Return one copy as a receipt to the Property Clerk Borough Office delivering officer.
 - b. Original copy will remain with invoices.
4. Place sealed containers and related **PROPERTY CLERK INVOICE** in a secure area to await processing.

JEWELRY OFFICER

AUCTION PROCESSING:

5. Begin preparation for jewelry auction by opening sealed container in the presence of a supervisor and Integrity Control Officer (selected by Quality Control Division).
6. Confirm that the peddler/lead seal on the container is intact prior to removal and verify that the serial number is the same as that recorded on the **PROPERTY TRANSFER CONTROL FORM/ PROPERTY TRANSFER REPORT**.

NOTE

The following steps will be completed in the presence of a supervisor and an Integrity Control Officer assigned by the Quality Assurance Division.

INTEGRITY CONTROL OFFICER

7. Check **PROPERTY CLERK INVOICE** against property in shipping container to ensure that a jewelry security envelope is present for each **PROPERTY CLERK INVOICE**.
8. Examine jewelry security envelope to detect tampering.

NOTE

Any discrepancy will be verified by the Property Clerk Division Jewelry Supervisor and immediately confirmed by the ICO designated by the Quality Assurance Division and reported to the Internal Affairs Bureau. The Jewelry security envelope will be enclosed without further handling into a new jewelry security envelope and enclosed in a shipping container and secured with peddler seal and stored with its corresponding

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PROPERTY CLERK INVOICE in a secure area awaiting instructions from SSB Inspections Unit or IAB.

CONVERSION:

JEWELRY OFFICER

9. Initiate a jewelry lot tag file by completing the captions on the 3 x 5 inch auction lot tag starting with number "1J" and placing it in a secured location for future reference if applicable.
10. Utilize the appropriate "*DISPOSITION*" function via **PROPERTY AND EVIDENCE TRACKING SYSTEM** for conversion if applicable.
11. Place a new lot tag in the now empty container, assign it the next lot number, and continue processing in this manner to complete the lotting of all jewelry items.
12. Place completed lots inside of safe for conversion.
13. Record serial number of peddler seal used in a log book maintained for this purpose.

DESTRUCTION:

14. Place counterfeit and non-jewelry items having no auctionable value in a suitable receptacle for disposal.
15. Make notation of the destruction of these items on the **PROPERTY CLERK INVOICE (YELLOW WORK COPY)**, or, complete process using necessary functions via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as appropriate.

AUCTION:

16. Affix a bar code label (supplied by the authorized internet auction vendor) to the property that is going to be sold at auction.
17. Affix corresponding bar code label to the **PROPERTY CLERK INVOICE** so property can be identified at a later date.
18. Store the property in secured location until delivery can be made to the authorized Internet Auction Vendor.
19. Authorized Internet Auction Vendor will pickup property and remove to storage facility.
20. File completed **PROPERTY CLERK INVOICE** in appropriate location.

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NOTE

After the completion of the above steps and at any time processing is interrupted all jewelry will be placed in the jewelry safe secured with peddler seal and recorded in safe log book.

RELATED PROCEDURE

PROPERTY GUIDE SECTION 605-12
PROPERTY GUIDE SECTION 605-13
PROPERTY GUIDE SECTION 605-14
PROPERTY GUIDE SECTION 605-15

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-1**

RETURN OF PROPERTY AT THE PROPERTY CLERK DIVISION WAREHOUSE SYSTEM

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WINDOW CLERK

1. Check the identification and authorization of the individual requesting the property. In most instances, the claimant will have their respective copy of the Invoice. If claimant states his identification is included with his invoiced property, verify the same and return to owner if appropriate.

a. **ARREST EVIDENCE**

Return property to person appearing with a D.A.'s or Judges Release if no discrepancy exists in the release, the identification of the claimant or the owner as listed on the invoice.

b. **INVESTIGATION EVIDENCE**

It is the responsibility of the Property Clerk to obtain a UF 49 from the Investigating Officer, stating that the person seeking property is the owner and that there is no reason for the Police Department to retain possession of this property.

c. **DECEDENTS PROPERTY**

1. Return to person named in **LETTER OF TESTAMENTARY** or **LETTER OF ADMINISTRATION** obtained from the Surrogates Court. The person named can authorize another to pick-up the property if stated in writing and notarized.
2. Return to the Public Administrator upon request.

d. **FOUND PROPERTY**

1. Person claiming to be owner, return property if in possession of **FINAL NOTICE REGARDING PROPERTY** (misc. 688n).
2. Person claiming to be a finder, return property to person if eligible and the proper time period has elapsed.

e. **OTHER PROPERTY**

Return property after identification of individual and comparison with invoice.

NOTE

In addition to the above, a "FINAL NOTICE REGARDING PROPERTY" (misc. 688N) may be accepted as authorization. In the event a partial delivery is effected at the Borough Office, a "DELIVERY CARD" (misc. 647A), signed by the Borough supervisor may be accepted as authorization.

PROPERTY GUIDE

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WINDOW CLERK

2. Remove duplicate copy of **INVOICE** from file if not in the **PROPERTY AND EVIDENCE TRACKING SYSTEM**
3. Obtain property from general storage area
4. Prepare receipt in **PROPERTY CLERK DELIVERY RECEIPT BOOK** and require the claimant to sign the **RECEIPT** if not in pets.
5. Perform "**RETURN TO OWNER**" function in **PROPERTY AND EVIDENCE TRACKING SYSTEM** and have complainant sign digital signature pad.

NOTE

*If any person claims property from an invoice on which the owner has not been identified, require that person to be photographed and a fingerprint will be taken in the manner of "Property Released to Court". The notation "Civilian/Finder" will be made on the remarks section of the invoice work copy in **PETS** with the Borough Storage Number and the number of the appropriate **PROPERTY CLERK DELIVERY RECEIPT**. The above entry and the person's identification will also be photographed.*

5. Return the property to claimant
6. Note on department records as follows:
 - a. Stamp duplicate copy of the **INVOICE** and the **AUTHORIZATION FOR DELIVERY** with "Closed-Delivered" stamp, indicate date. Place the Property Clerk Delivery Receipt Book receipt number, name stamp, and initials of the window clerk on both forms.
 - b. Make duplicate copy of **LETTER OF AUTHORIZATION** or **DELIVERY CARD** and attach to **INVOICE**.
7. Forward **INVOICES** and related papers to File Clerk.

FILE CLERK

8. File documents as indicated below:
 - a. File **WORK COPY OF INVOICE** with attachments in "**CLOSED**" file by Receipt # and month that file was closed.



PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-02**

PROCESSING HANDGUNS FOR DESTRUCTION

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05/31/2019

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WHEN HANDGUNS ARE RECEIVED FOR DESTRUCTION FROM
THE BOROUGH OFFICES:

**DESTRUCTION
SUPERVISOR**

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**DESTRUCTION
OFFICER**

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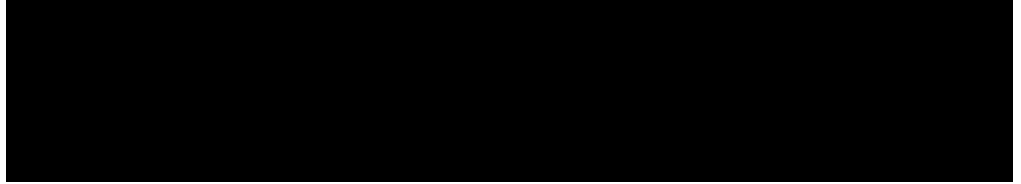
**DESTRUCTION
OFFICER**

7.

PROPERTY GUIDE

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NOTE



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**REQUESTING
UNIT**

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**DESTRUCTION
OFFICER**

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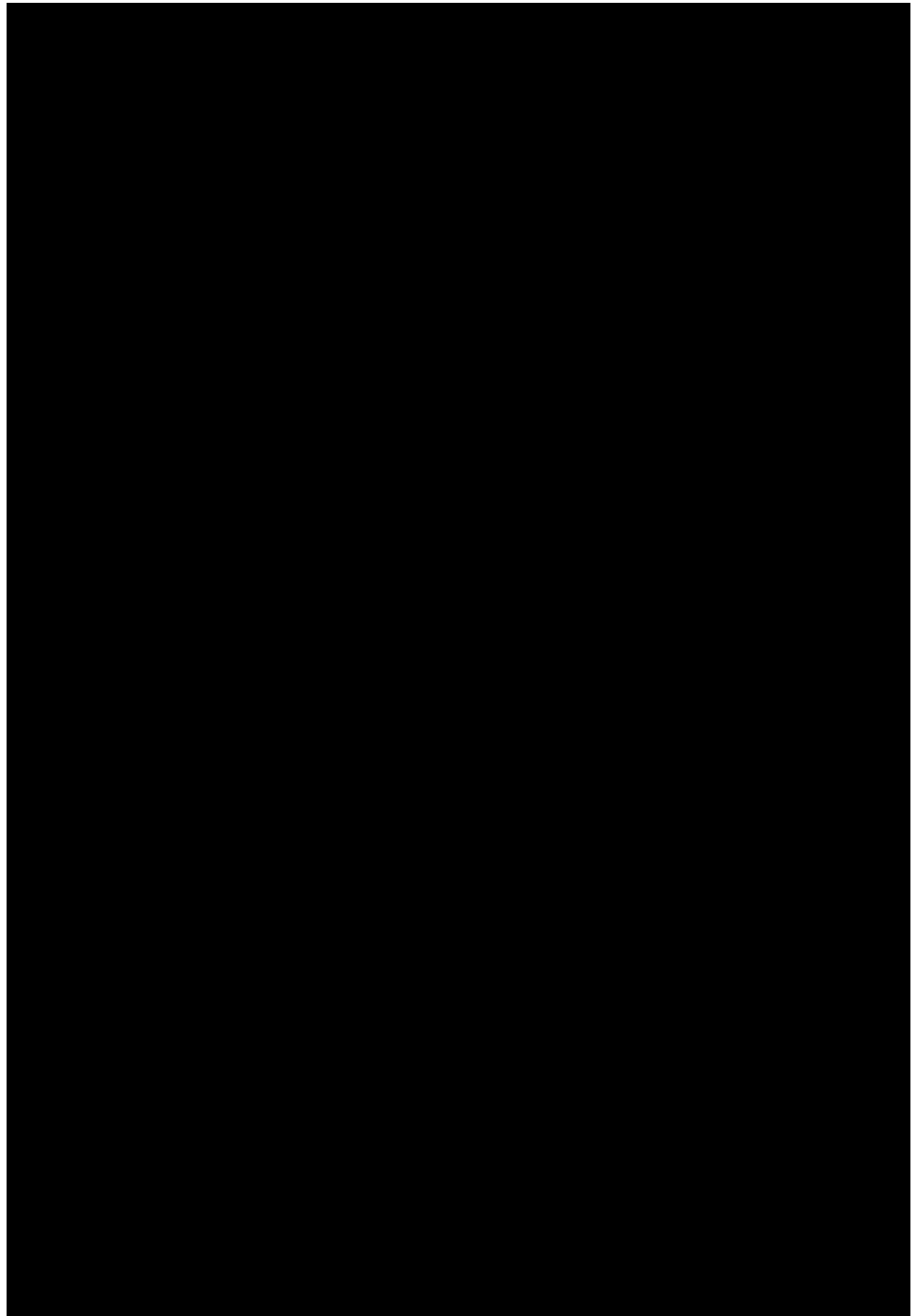
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NOTE

[REDACTED]

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[REDACTED]

NOTE

[REDACTED]

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[REDACTED]

**DESTRUCTION
SUPERVISOR**

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**DESTRUCTION
SUPERVISOR**

23.

PROPERTY GUIDE

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**COMMANDING
OFFICER/
DESIGNEE**

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**DESTRUCTION
SUPERVISOR**

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PROPERTY GUIDE

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39.

Effective 11/01/2006, Chapter 578 amends Penal Law 265.20(a)(1)(f) which states the firearms, rifles, shotguns and other weapons that were voluntary surrendered (safekeeping) can be disposed of after one (1) year.

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-03**

PROCESSING FIREARMS WITHDRAWN FROM DESTRUCTION

DATE ISSUED:

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DESTRUCTION OFFICER

FIREARMS WANTED ON ALARMS BY NEW YORK CITY

1. Cancel alarm via NYSPIN.
2. Request that a copy of NYSPIN message indicating cancellation of alarm be forwarded to Destruction Unit.
3. Prepare a notice to Borough Property Clerk Office concerned for further processing and return of firearms to owner listed on the alarm.
4. Obtain a receipted copy of the notice when firearm is delivered to Borough Property Clerk Office. Have the delivering number and the receiving member at the Borough Office print their names and enter signatures.
5. Cross off invoice number from the **PROPERTY TRANSFER CONTROL FORM** noting "*Returned to Borough*" and *Date* if applicable, or, process via **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
6. File receipted notice with **PROPERTY TRANSFER CONTROL FORM**.

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-04**

FIREARMS WANTED ON AN OUT OF TOWN ALARM

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DESTRUCTION OFFICER

F FIREARMS WANTED ON ALARMS OUTSIDE NEW YORK CITY

1. Send notice to agency concerned via NYSPIN or telephone direct.
2. Prepare notice to Borough Property Clerk Office for forwarding to other agency if firearm is wanted by them and shipment is requested.
3. Obtain a receipted copy of the notice when firearm is delivered to Borough Property Clerk Office, or, create "*PROPERTY TRANSFER REPORT*" via ***PROPERTY AND EVIDENCE TRACKING SYSTEM***
4. Cross off invoice number from the **PROPERTY TRANSFER CONTROL FORM** noting "return to borough" and date if applicable.
5. File receipted notice with **PROPERTY TRANSFER CONTROL FORM**.
6. Return firearms to storage shelf for inclusion in next destruction if:
 - a. Other agency fails to respond.
 - b. Firearm is not the item wanted on alarm.
7. The destruction date will be entered into the **ALARM GUN/RIFLE LOG**.

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-05**

CONVERSION OF FIREARMS

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CONVERSION OF FIREARMS WITHIN THE DEPARTMENT

DESTRUCTION OFFICER

1. Release the following to Ballistics Unit, PAFU, or other requesting unit upon receiving a request for conversion approved by the Police Commissioner.
 - a. Ammunition
 - b. Firearms
 - c. Weapons parts
2. Have member concerned receipt for converted items
3. Note the disposition of the above items on the invoices concerned
4. Process conversion via **PROPERTY AND EVIDENCE TRACKING SYSTEM** using appropriate "CONVERSION" function under disposition as appropriate.
5. Forward copies of conversion request to the Property Clerk Inventory Unit when completed handguns are being converted if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**
6. File conversion request and related invoices for whole firearms in the separate conversion file
7. Amend the **PROPERTY TRANSFER CONTROL FORM** to reflect the conversion of whole guns if not in PETS.

CONVERSION OF FIREARMS BY OUTSIDE AGENCIES

DESTRUCTION OFFICER

Upon receipt of request approved by the Police Commissioner for conversion of specific firearms:

8. Remove firearms requested and set aside
9. Arrange for outside agency to inspect firearms.
10. Prepare a list of invoice numbers and description of firearms for conversion
11. Have member from outside agency sign the above list as a receipt of delivery.
12. Note conversion information on related invoices.
13. File conversion request, conversion list, and related invoices in the separate conversion file.
14. Amend the **PROPERTY TRANSFER CONTROL FORM** to reflect such conversion.

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PROCESSING RIFLES FOR DESTRUCTION		
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WHEN RIFLES ARE RECEIVED FOR DESTRUCTION FROM
BOROUGH OFFICES:

**DESTRUCTION
OFFICER**

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**REQUESTING
UNIT**

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**DESTRUCTION
OFFICER**

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**DESTRUCTION
OFFICER
CONT.**

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**DESTRUCTION
OFFICER
CONT.**

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**COMMANDING
OFFICER/
DESIGNEE**

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**DESTRUCTION
OFFICER**

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NOTE

Effective 11/01/2006, Chapter 578 amends Penal Law 265.20(a)(1)(f) which states the firearms, rifles, shotguns and other weapons that were voluntary surrendered (safekeeping) can be disposed of after one (1) year.

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NARCOTIC DESTRUCTION [REDACTED]		
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PURPOSE

WHEN NARCOTICS ARE RECEIVED FOR DESTRUCTION FROM THE BOROUGH OFFICES:

DESTRUCTION
SUPERVISOR

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DESTRUCTION
OFFICER

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DESTRUCTION
SUPERVISOR

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8.

DESTRUCTION
OFFICER

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PROPERTY GUIDE

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WHEN DISCREPANCIES CANNOT BE RESOLVED:

**DESTRUCTION
SUPERVISOR**

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**DESTRUCTION
OFFICER**

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NOTE

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NOTE

**DESTRUCTION
SUPERVISOR**

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**DESTRUCTION
OFFICER**

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**DESTRUCTION
SUPERVISOR**

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PROPERTY GUIDE

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**DESTRUCTION
OFFICER**

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**COMMANDING
OFFICER/
DESIGNEE**

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UPON COMPLETION OF DESTRUCTION:

**DESTRUCTION
SUPERVISOR**

47. Verify that all equipment has been returned

48. Direct the processing of all records for close-out

49. Forward a report of destruction to Commanding Officer, Support Services Bureau, through channels

50. Verify that the destruction date is recorded on all **INVOICE COPIES** and related records.

51. Forward destruction list to the Inventory Unit

PROPERTY GUIDE

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**DESTRUCTION
SUPERVISOR
CONT.**

- 52.** Forward all receipts from destruction vendor to the Property Clerk Division office.
- 53.** Maintain a file of destruction lists and pertinent records at Warehouse System.

**RELATED
PROCEDURES**

PROPERTY CLERK GUIDE 605-8
PROPERTY CLERK GUIDE 608-27

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: 605-08

SEPARATION OF CURRENCY CONTAINING NARCOTIC RESIDUE

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PROCEDURE

Currency that was invoiced with narcotic residue will be separated at the Borough Property Clerk Office prior to forwarding to Warehouse System for destruction. Therefore, currency will only be on hand at Warehouse System where such money accompanied **INVOICES** were received at Warehouse System, directly from the Police Laboratory (found narcotics and bulk narcotics). In these cases the currency should be received in a separate secure package along with the narcotics which should be in its own individually secured package.

WHEN A NARCOTIC INVOICE CONTAINING U.S. CURRENCY IS BEING PREPARED FOR DESTRUCTION.

DESTRUCTION OFFICER

1. Prepare a separate **PROPERTY TRANSFER REPORT** for all invoices containing narcotics with U.S. Currency.
2. Remove all such pieces from their storage location along with the **WORK COPY OF THE INVOICE**.
3. Present **PROPERTY TRANSFER REPORT, WORK COPY OF THE INVOICE**, and narcotic pieces, with currency still attached, to the destruction supervisor.

DESTRUCTION SUPERVISOR

4. Inspect each invoice and supervise the separation of the individually sealed currency from the individually sealed narcotics package.
 - a. If currency is sealed in an inner package containing a narcotic, the Police Laboratory will remove currency and return narcotics and currency separated.
5. Forward Currency and **PROPERTY TRANSFER REPORT** to Manhattan Property Clerk for preparation of an **INVOICE**.

MANHATTAN SUPERVISOR

6. Obtain a Manhattan Borough Storage Number and direct the preparation of an **INVOICE** for such currency including:
 - a. The facility storage number of the original narcotic invoices containing money, and indicate the total amount for each invoice.
 - b. In the "REMARKS SECTION" of the invoice through **PROPERTY AND EVIDENCE TRACKING SYSTEM**, enter the following statement, *"The money listed on this invoice has been removed by the Police Laboratory and is to be deposited in the Police Pension Fund, Article I"*.
 - c. File **POLICE OFFICE'S COPY OF INVOICE** with related records.

DESTRUCTION OFFICER

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DESTRUCTION OFFICER

- d. Forward receipt on the **EVIDENCE RELEASE /INVESTIGATION COPY OF INVOICE** to Warehouse System.
- e. Cross reference with original narcotic invoices **WORK COPY OF THE INVOICE** with storage number of the currency invoice forwarded to the Manhattan Office.

7. File receipt with related records.
8. Process narcotic pieces in the same manner as **INVOICES** which did not contain currency.

RELATED PROCEDURE

PROPERTY CLERK ADMIN MEMO # 20 1995



PROPERTY GUIDE

Section: DISPOSAL PROCEDURES		Procedure #: 605-9
ALCOHOL DESTRUCTION		
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NOTE

This procedure will apply to all accompanying containers as well

WHEN INVOICES CLEARED FOR DESTRUCTION ARE RECEIVED AT WAREHOUSE SYSTEM:

DESTRUCTION OFFICER

1. Compare **PROPERTY TRANSFER CONTROL FORM (misc.1088)** or **PROPERTY TRANSFER REPORT** against **WORK COPY OF INVOICE** to ensure all invoices are accounted for.
2. Name stamp and sign copies of **PROPERTY TRANSFER CONTROL FORM** if appropriate, *or perform* "INTAKE" function via **PROPERTY AND EVIDENCE TRACKING SYSTEM**. Return one copy as a receipt to delivering officer. Original copy will remain with invoices.
3. Mark the file copies (duplicated copies) of invoices with "Auction/Destruction" notation and transfer storage location, if not already noted thereon, to **WORK COPIES OF INVOICES**.
4. Remove property from storage location. Compare with invoices and place in holding area awaiting destruction.
5. Prepare list of invoices awaiting destruction or use appropriate "DISPOSITION" function via **PETS** as appropriate.
6. Contact Department of Sanitation to make arrangements for destruction.
7. Prepared report requesting permission from the Police Commissioner to conduct destruction.
8. Notify Support Services Bureau, Investigations Unit that alcoholic beverages scheduled for destruction are available for inspection.

THE FOLLOWING STEPS WILL BE COMPLETED IN THE PRESENCE OF SSB INVESTIGATIONS UNIT:

ON DAY BEFORE DESTRUCTION:

DESTRUCTION SUPERVISOR

9. Conduct inspection of property scheduled for destruction. Ensure that the property listed on the Invoices is present and accounted for.
10. Assign sufficient personnel to load property into sanitation dumpster.
11. Supervise the loading of property
12. Supervise the total destruction of all property at destruction location.

NOTE

Destruction of property will be accomplished by crushing and burying all beverage containers by use of a earthmover.

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DESTRUCTION OFFICER

13. Mark **INVOICES** and **PROPERTY TRANSFER CONTROL FORMS** "*Destroyed*" and indicate the date.
14. File **WORK COPY OF INVOICES** by Borough Storage Number
15. Make a duplicate copy of **PROPERTY TRANSFER CONTROL FORM** and forward to Borough Office concerned.
16. Forward a report of destruction to Commanding Officer, Property Clerk Division.



PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-10**

CIGARETTE DESTRUCTION

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WHEN INVOICES CLEARED FOR DESTRUCTION ARE RECEIVED AT WAREHOUSE SYSTEM FROM THE PROPERTY CLERK DIVISION OCA UNIT:

DESTRUCTION OFFICER

1. Process destruction via **PROPERTY AND EVIDENCE TRACKING SYSTEM** using appropriate "*DISPOSITION*" function if appropriate.
2. Obtain **WORK COPIES OF INVOICES** that are cleared by the OCA Unit.
3. Ensure that there is a Disposition (from OCA) on each **WORK COPY OF INVOICE** indicating that the property can be released before disposing of it.
4. Remove cigarettes from storage location and place into the destruction box.
5. On **WORK COPIES OF INVOICES**, enter disposition letter, date, and initial.
6. Place boxes of closed out cigarettes in the appropriate location.
7. Give completed **WORK COPIES OF INVOICES** to a supervisor.

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PROPERTY GUIDE

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GAMBLING DEVICE MARKED FOR DESTRUCTION		
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UPON INTAKE AT THE WAREHOUSE SYSTEM:

1. Ensure that machine does not contain any cash, coins, or tokens of any kind. A slot machine containing any cash, coins, or tokens will not be accepted by the Property Clerk Facility.
 - a. Should a machine contain cash or tokens, call E.S.U. to open machine in officer's presence. Have delivering officer remove cash/tokens and invoice items removed on a separate Invoice.
2. A digital photograph of the slot machine will be taken.
3. Photograph will be uploaded into **PROPERTY AND EVIDENCE TRACKING SYSTEM**
4. Duplicate Invoice with photograph attached will be maintained in a separate file at the intaking warehouse.
5. Thirty days after the date of invoicing, the slot machine will be marked for destruction.

INTAKE OFFICER

NOTE

This procedure will not apply to machines with no payoff slots.

RELATED PROCEDURE

PATROL GUIDE PROCEDURE 218-42

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-12**

PROCESSING PROPERTY FOR AUCTION, CONVERSION OR DESTRUCTION

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AUCTION/ DESTRUCTION MEMBER

When property has been properly cleared via O.C.A. checks and has been delivered to the Warehouse for Auction, Conversion or Destruction.

1. Compare copies of both **PROPERTY CLERK INVOICES** to the property that has been delivered to the Warehouse for accuracy.
2. Ensure that property has been processed via **PROPERTY AND EVIDENCE TRACKING SYSTEM** under “*DISPOSITON*” function as appropriate.
3. Process property under the direction of a supervisor. Separate all property into the following categories:
 - a. Auction- Property deemed valuable to be sent to Auction Vendor
 - b. Conversion- Property deemed useful to the Department.
 - c. Destruction- Property deemed valueless that is to be destroyed by NYC Sanitation.
4. Property that has been deemed auctionable is stored at location for future processing for Auction Vendor (**PropertyRoom.com**).
5. Property that has been marked for conversion will be stored at specific location for future use by the department.
6. Property that has been deemed suitable for destruction is disposed of by the NYC Sanitation Department and members of the Auction Unit member.
7. Notate on the invoice which category the listed property is designated.
8. Notate on invoice any items that are found in property that are not listed on the voucher. Forward as follows:
 - a. U.S. Currency is counted and stored in a safe until it can be forwarded to the Queens Property Clerk Office for future deposit in the bank.
 - b. Foreign Currency is counted and stored in a safe until it can be forwarded to the Property Clerk Jewelry Office for processing
 - c. Jewelry and other items with monetary value are stored in a safe until it can be forwarded to the Property Clerk Jewelry Office for processing.
9. File invoices in appropriate location.

RELATED PROCEDURES

ADMINISTRATIVE GUIDE SECTION 313-14

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PROPERTY GUIDE

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PREPARING PROPERTY FOR AUCTION		
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AUCTION/ DESTRUCTION UNIT

1. Remove items from storage area for auction processing.
2. Ensure that both **PROPERTY CLERK FILE COPY** and **PROPERTY CLERK WORK COPY OF INVOICE** are with the items that are being processed if applicable.
3. Compare both **PROPERTY CLERK FILE COPY** and **PROPERTY CLERK WORK COPY OF INVOICE** with the items that are being processed for accuracy if applicable.
4. Any items or Invoices that are incorrect are to be removed for reprocessing.
5. Process via **PROPERTY AND EVIDENCE TRACKING SYSTEM** using the “*DISPOSITION*” function and ensure the following remarks are added:
 - a. Storage Number (*Ex. 00M123456*)
 - b. Invoice Number (*Ex. N789012*)
 - c. Description of Items (*Ex. Stereo Speaker*)
6. Store processed items at location until a delivery date can be established with the Auction Vendor (*PropertyRoom.com*).
7. Store processed **PROPERTY CLERK FILE COPY** and **PROPERTY CLERK WORK COPY OF INVOICE** in a temporary folder until pick-up date. Compare processed invoices with Transfer Sheet printed by employees of the Auction Vendor (*PropertyRoom.com*). Check for completeness and accuracy; note any deficiencies on **PROPERTY TRANSFER RECEIPT (PD521-145)** or via **PROPERTY AND EVIDENCE TRACKING SYSTEM**
8. File completed **PROPERTY CLERK FILE COPY** and **PROPERTY CLERK WORK COPY OF INVOICE** in appropriate location.

RELATED PROCEDURES

ADMINISTRATIVE GUIDE SECTION 313-14

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES		Procedure #: 605-14
SCHEDULING AUCTION DELIVERIES		
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WHEN SUFFICIENT AMOUNT OF PROPERTY HAS BEEN PROCESSED FOR AUCTION

AUCTION SUPERVISOR

1. Contact the auction vendor (Property Room.com) and schedule an appropriate date for pick up.
2. Ensure appropriate Property Clerk personnel are available on the pick-up date.
3. Supervise the processing of the property.
4. Ensure the Bar Code labels are affixed to the property to be auctioned if prior to **PROPERTY AND EVIDENCE TRACKING SYSTEM**
5. Verify all entries on the **TRANSFER SHEET** completed by the vendor (Property Room.com) or that all appropriate functions were conducted via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as necessary.
6. Maintain a file of all **TRANSFER SHEETS**.
7. File all auctioned Invoices in the appropriate location.

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PROPERTY GUIDE

Section: DISPOSAL PROCEDURES

Procedure #: **605-15**

CONVERSION OF PROPERTY FOR DEPARTMENT USE

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PURPOSE

To process property held by the Property Clerk Division for conversion for Department use.

REQUESTING COMMAND

1. Prepare **UF-49** addressed to the Commanding Officer, Support Services Bureau requesting Conversion of Property. Include in details of **UF-49** type of property requested and reason conversion is needed. Ensure that Commanding Officer or supervisory head of requesting command endorses the **UF-49**.
2. Forward **UF-49** through channels to the Commanding Officer, Support Services Bureau:

COMMANDING OFFICER, SSB

3. Endorse **UF-49** and forward to Property Clerk Division Office. Include on **UF-49** a Support Services Bureau approval number (Ex. *SSB#06-0001*).

COMMANDING OFFICER, PCD

4. Endorse **UF-49** and forward to the Commanding Officer Warehouse System. Include on **UF-49** a Property Clerk Division approval number (Ex. *PCD#1234*).

COMMANDING OFFICER WAREHOUSE SYSTEM

5. Ensure the approved **UF-49** is filed in appropriate location at the Warehouse System.
6. Ensure the MOS assigned to Warehouse System check the availability of property requested.

REQUESTING COMMAND

7. Contact the Warehouse System to ensure that **UF-49** has been approved and forwarded.
8. Have MOS assigned to pick up property schedule a pick-up time and date with the Warehouse System.
9. Ensure that property requested is available and location where to pick-up property.
10. Have MOS assigned to pick-up property bring copy of **UF-49** and to have their Department Identification Card.

NOTE

NO PROPERTY WILL BE CONVERTED WITHOUT PRIOR APPROVAL FROM SUPPORT SERVICES BUREAU AND PROPERTY CLERK DIVISION OFFICES. NO PROPERTY WILL BE CONVERTED WITHOUT DEPARTMENT IDENTIFICATION

DESIGNATED MEMBER AT PEARSON PLACE WAREHOUSE

11. Review **UF-49** when MOS from requesting command has reported to the Warehouse System. Ensure that all approval numbers are present and valid. Remove requested property from storage area and check it against the **UF-49** submitted for accuracy.

PROPERTY GUIDE

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NOTE

IF REQUESTED PROPERTY IS NOT LOCATED AT THE PEARSON PLACE WAREHOUSE THE MOS REQUESTING WILL BE DIRECTED TO THE APPROPRIATE LOCATION (Ex. KINGSLAND AVENUE OR ABBOTT STREET WAREHOUSES).

DESIGNATED MEMBER AT PEARSON PLACE WAREHOUSE

12. MOS designated to handle conversions will fill out the **PROPERTY CONVERSION REPORT** (PD 506-090 4-90 HI) if applicable. MOS will include all information on **PROPERTY CONVERSION REPORT** for included. MOS will ensure that Support Services Bureau and Property Clerk Division approval numbers are recorded on report. Process conversion via **PROPERTY AND EVIDENCE TRACKING SYSTEM** if applicable, using the appropriate “DISPOSITION” function.

REQUESTING COMMAND

13. MOS assigned to pick-up property will sign **PROPERTY CONVERSION REPORT** and provide a photocopy of Department Identification.

DESIGNATED MEMBER AT PEARSON PLACE WAREHOUSE

14. Attach copy of **UF-49** and photocopy of Department Identification to the **PROPERTY CONVERSION REPORT**. Give requesting command MOS the **Blue copy of Property Conversion Report**. File all copies in appropriate location.

REQUESTING COMMAND

15. When pick-up is completed report back to command and submit the Blue copy of the **PROPERTY CONVERSION REPORT** to Administrative Office at command.
16. Ensure all property picked up is added to the commands **INVENTORY REPORT**.

ADDITIONAL DATA

COMPUTER EQUIPMENT (Ex. CPUs OR HARD DRIVES) MUST HAVE AN APPROVAL FROM MANAGEMENT INFORMATION SYSTEMS DIVISION (MISD) PRIOR TO REQUEST BEING COMPLETED. CONVERSION REQUESTS ARE HELD ON FILE FOR A SIX-MONTH PERIOD. ALL FILES ARE PURGED AFTER THE SIX-MONTH PERIOD. PROPERTY CONVERTED FOR “STING OPERATIONS” WILL BE RE-INVOICED AND RETURNED TO THE PROPERTY CLERK WHEN NO LONGER REQUIRED. NARCOTICS AND FIREARMS REQUESTS MUST BE APPROVED BY THE POLICE COMMISSIONER

RELATED PROCEDURES

PROPERTY GUIDE SECTION 607-1
ADMINISTRATIVE GUIDE SECTION 313-14



PROPERTY GUIDE

Section: AUTO POUND

Procedure #: **606-01**

VEHICLE INTAKE AT THE AUTO POUND SYSTEM

DATE ISSUED:

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PURPOSE

To intake vehicles held for storage at the Auto Pound.

DELIVERING OFFICER/MVO/ RO-TOW OPERATOR

Proceed with vehicle to intake processing line. If vehicle ***is not*** invoiced via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**, submit **PROPERTY CLERK MOTOR VEHICLE/BOAT INVOICE** and **PROPERTY TRANSFER REPORT**. Rotation Tow Operators will sign in at security booth as soon as they arrive and proceed to intake waiting area.

INTAKE OFFICER

1. Ensure that an approved **PROPERTY TRANSFER REPORT** with the appropriate destination has been created by depositing command. Verify and compare for accuracy entries on the **PROPERTY TRANSFER REPORT** prior to initiating any portion of the intake process.
2. Review **PROPERTY CLERK INVOICE** for completeness and accuracy and compare vehicle listed to vehicle on hand and perform intake according to **Property Guide Procedure 601-01**.
3. Ensure the following is attached to package if not invoiced via **PROPERTY AND EVIDENCE TRACKING SYSTEM** :
 - a. Three original copies of **PROPERTY CLERK'S MOTOR VEHICLE/BOAT WORKSHEET**.
 - b. Impound message or alarm cancellation /ICCU #.
 - c. Registered Owner printout.
 - d. **COMPLAINT REPORT** Arrest Evidence, Forfeiture and/or Investigation. (if prepared)
 - e. **FORFEITURE PAPERS**, if not attached, give blank forms to Delivering Officer to bring back to Precinct Command.
 - f. **ROTATION TOW OPERATORS MOTOR VEHICLE INVOICE**. (Ro-Tow **MUST** have form)
 - g. **PROPERTY TRANSFER REPORT**.

NOTE

Any missing paperwork will be obtained by Delivering Officer except Ro-Tow. (Every effort should be made to obtain missing paperwork. However, Ro-Tow will not be turned away for only missing paperwork that should be supplied by the Precinct. A Supervisor should be notified if other reasons exist.)

4. Review package to ensure vehicle is invoiced in proper Category on the **PROPERTY CLERK'S MOTOR VEHICLE/BOAT INVOICE** and the proper destination on the **PROPERTY TRANSFER REPORT**.
5. Search vehicle for weapons, contraband, and any property of value

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that is not attached to the vehicle. Force open trunk if necessary, causing the minimum amount of damage possible.

6. Any Invoice corrections necessary will be conducted by the submitting member utilizing the “*UPDATE*” function via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**, if applicable.
7. A copy of the Invoice will be forwarded to Accounting Unit (Payment for Ro-Tow Companies).

RADIOS

Intake personnel will no longer remove radio face plates from vehicles. Instead, a colored label or crayon mark will be placed on the radio. Should there be no face plate a notation will be placed in the remarks section of the **INVOICE** via the **PROPERTY AND EVIDENCE TRACKING SYSTEM**. If there are any discrepancies during the intake procedure an Auto Pound Supervisor will be notified.

IF WEAPONS, CONTRABAND, CURRENCY OR PROPERTY OF VALUE IS FOUND IN VEHICLE:

INTAKE OFFICER

IF DELIVERED BY UNIFORM MEMBER OF THE SERVICE:

- a. Notify an Auto Pound Supervisor.
- b. Obtain Precinct Property Invoice number from the delivering officer.
- c. Return property to precinct command for invoicing by delivering officer.

IF DELIVERED BY RO-TOW COMPANY:

- a. Contact Invoicing precinct for next **PROPERTY INVOICE**.
- b. Have property removed by precinct personnel.
- c. Make notation on **PROPERTY CLERK MOTOR VEHICLE/BOAT WORKSHEET** of **PRECINCT PROPERTY INVOICE** and record Officer's name and shield on **PROPERTY CLERK MOTOR VEHICLE/BOAT WORKSHEET** if not invoiced via **PETS**.
8. Check Public & Federal Vehicle Identification Numbers. If discrepancy or VIN job exists, request VIN specialist to conduct an investigation. (Stamp “*TO BE VINNED*” on **COVER SHEET** and all copies of **PROPERTY CLERK MOTOR VEHICLE/BOAT WORKSHEET**.)

NOTE

M.O.S. assigned to Auto Crime or Auto Larceny are VIN experts. When they find a correct VIN, make sure the P.O./DET'S name is on the INVOICE as VIN Identification.

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INTAKE OFFICER

9. Remove license plates if they do not match the vehicle and return them to delivering member. If vehicle delivered to Auto Pound by other than a M.O.S., Auto Pound personnel will arrange with D.M.V. for disposal of license plates.
10. Retrieve next Storage number from the **PROPERTY AND EVIDENCE TRACKING SYSTEM** and perform the “PUTAWAY” function with the location number.
11. Put storage and location number on all four (4) sides of vehicle with paint stick.
12. Make all attempts to safeguard property by closing vehicle windows and doors.
13. Conduct a NYSPIN check to determine if the titled owner is arrested and “McClendon decision” applies (Conduct a check for lien information if available.) NYSPIN checks will be conducted for all vehicle categories.
14. Ascertain mileage and enter via **PROPERTY AND EVIDENCE TRACKING SYSTEM** under the “VEHICLE INSPECTION” function.
15. Print **COVER SHEET** and attach to package if applicable. Duplicates and carbons will not be included in this package.
16. Take digital photographs of vehicle
 - a. One (1) photograph of the exterior driver side from the front
 - b. One (1) photograph of the exterior passenger side from the rear
 - c. One (1) photograph of the interior capturing radio area
 - d. A photograph of ANY additional damage i.e. dents, scratches
 - e. A photograph of ANY special equipment i.e. equalizers, special speakers, monitors
17. Upload photos utilizing the **PROPERTY AND EVIDENCE TRACKING SYSTEM** application (*see Property Guide 606-12*)
18. Print out the “ALL PHOTOS” report and attach to Invoice package
19. Stamp **COVER SHEET** and **INVOICE** “PHOTOS TAKEN”

NOTE

If vehicle is more than ten years old, enter N/A instead of mileage. If vehicle is equipped with electronic odometer, turn car on and ascertain mileage. If no electric power to vehicle, and mileage doesn't appear, enter “electronic”. If odometer is missing enter “missing”. If odometer is damaged, enter “damaged”.

*If category is Arrest Evidence, a copy of the “ALL PHOTOS” report from the Photo Manager Auto Pound Capture application will be attached to the **WHITE COPY OF INVOICE** and forwarded to the District Attorney's office concerned.*

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VIN INPUT IN COMPUTER:

IN ORDER FOR THE VIN TO CONFORM TO STANDARDS AT THE INTAKE COMPUTER, BE AWARE THAT THERE ARE NO LETTERS "I", "Q", OR "O" IN A VIN. IF THERE IS A PROBLEM READING THE PUBLIC OR FEDERAL VIN OR THINK THAT THEY MAY HAVE BEEN TAMPERED WITH, ENTER THE WORD "NO-VIN" IN THE INTAKE COMPUTER, DO NOT ENTER ANY NUMBER.

INTAKE OFFICER

- 20.** Make entries in **INTAKE LOG**.
- 21.** Give **DELIVERY RECEIPT** to PO/MVO or if Ro-Tow, Send **DELIVERY RECEIPT** via Dept. mail to Pct. and stamp **COPY OF INVOICE** for Ro-Tow Operator "Collect Fees". For GLA PHOTO RELEASE PROGRAM it may be necessary to photocopy the **INVOICE** and stamp **INVOICE** "Collect Fees" for the Ro-Tow Operator.

NOTE

ALL Vehicles will be escorted into storage yard until delivery is complete, then escort driver back to Intake for his/her receipt.

RELATED PROCEDURES

PATROL GUIDE	218-14
PATROL GUIDE	218-15
PATROL GUIDE	218-19
PROPERTY GUIDE	606-12
VEHICLE TRAFFIC LAW	1224



PROPERTY GUIDE

Section: AUTO POUND

Procedure #: **606-02**

DEMAND FOR FORFEITURE VEHICLE

DATE ISSUED:

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PURPOSE

To process demands of impounded vehicles invoiced for forfeiture proceedings.

DEFINITION

VEHICLE FORFEITURE OFFENSES:

- ◆ Transporting Controlled Substance
- ◆ Transporting Gambling Records
- ◆ Transporting Sound Recording Device
- ◆ Transporting Untaxed Cigarettes
- ◆ Transporting Pornography Equipment
- ◆ Prostitution
- ◆ D.W. I.
- ◆ Fireworks
- ◆ Aggravated Unlicensed Operator

PROCEDURE

WHEN AN OWNER/REPRESENTATIVE IS PRESENT AT AN AUTO POUND FACILITY TO OBTAIN A RELEASE FOR A VEHICLE INVOICED FOR FORFEITURE.

AUTO POUND INTAKE OFFICER

1. Obtain next Forfeiture number from **PROPERTY AND EVIDENCE TRACKING SYSTEM**, affix number to Auto Pound file and **REQUEST FOR DEMAND**.
2. Have owner/representative complete **REQUEST FOR DEMAND** and sign.
3. Make appropriate entries in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Provide owner/representative with a copy of **REQUEST FOR DEMAND**. Attach original to file.
5. Inform owner/representative that the Legal Bureau will contact them.
6. Have the following copies sent to the Civil Enforcement Unit of the Legal Bureau:
 - a. Copy of **REQUEST FOR DEMAND**
 - b. Identification
 - c. File **COVER SHEET**
 - d. **PROPERTY CLERK MOTOR VEHICLE/BOAT INVOICE**
 - e. Department of Motor Vehicles printout
 - f. Title or Registration

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NOTE

A Forfeiture Demand will be taken from anyone regardless of missing documents. The owner/representative must have picture Identification and the Invoice #.

If an owner/representative is present to make a demand for a vehicle that has been invoiced as Arrest Evidence, the Release Officer will query the computer to determine if the Civil Enforcement Unit is pursuing a forfeiture case. If this situation exists, the Release Officer will change the category from Arrest Evidence to Forfeiture and retrieve the next Forfeiture number from the Auto Pound Computer Application.

AUTO POUND INTAKE OFFICER

7. Determine if vehicle is in fact in Police custody if invoice not provided.
8. If vehicle has yet to be delivered to Auto Pound, follow steps A-F and enter zeroes in place of the storage number.

RELATED PROCEDURES

PATROL GUIDE 208-26
PATROL GUIDE 218-48
PATROL GUIDE 218-19



PROPERTY GUIDE

Section: AUTO POUND		Procedure #: 606-03
LETTER PROCESSING		
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COMPUTER TERMINAL OPERATOR REVIEW OFFICER

1. Perform a vehicle inquiry via NYSPIN to determine ownership history.
2. Review file and attached printouts. The reviewing officer will produce one of the following letters based on the classification of the file:
 - a. Ro-Tow = Letter
 - b. Arrest Evidence = Letter
 - c. Safekeeping = Letter
 - d. Determine True Owner = Letter
 - e. Forfeiture = Letter

LETTER ENTRY OFFICER

3. Utilize the “*LETTER PROCESSING*” function via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as appropriate.

CLERICAL MEMBER

4. Print letters (two copies) and labels (three copies) per letter.
 - a. Attach one letter and one label to file
 - b. One letter and one label will be sent via certified mail
 - c. One label will be attached to the “Firm Mailing Book for Accountable Mail”

PCD MAIL CARRIER

5. Retrieve outgoing certified mail.
6. Bring certified mail to One Police Plaza, Mail Room.
7. Follow the respective mail procedure.

NOTE

The Property Clerk MUST notify a lien holder by certified mail within thirty (30) days from the sale of a vehicle in which a lien holder has a valid security interest informing the lien holder of the date of sale, VIN of the vehicle(s) sold, amount of sale, and the procedures for recovering the sale proceeds.

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PROPERTY GUIDE

Section: AUTO POUND

Procedure #: **606-04**

REVIEW OF VEHICLE CASE FILES

DATE ISSUED:

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PURPOSE

To review vehicle case files in order to ensure that all parties who may have an interest in a vehicle are properly notified prior to the disposal/ auction of the vehicle.

AUTO POUND REVIEW OFFICER

1. Verify via the Office of Court Administration (O.C.A.) that for “Arrest Evidence” cases there is a final court disposition.

An additional 151 days from final Court disposition must be satisfied prior to the vehicle’s auction/removal. (McClendon)

2. Confer with the Civil Enforcement Unit of the Legal Bureau to ascertain the status of vehicles invoiced as “Arrest Evidence” cases and/or “Forfeiture”.
3. Inspect department forms to ensure that the vehicle identification number (V.I.N.) recorded on the **PROPERTY CLERK INVOICE** matches with the vehicle title, the NYSPIN printout and other related forms.
4. Ensure that the required ten (10) day period has been met as per V.T.L. 1224, following a letter notification to all interested parties, prior to the vehicle’s auction/disposal, and make appropriate notations on case folder.
5. Reclassify category of vehicle case files and other pertinent Department records when appropriate.

NOTE

Auto Pound Supervisors will have notification letters sent to all interested parties of the vehicle, when a vehicle is reclassified to “SAFEKEEPING”

AUTO POUND SUPERVISOR

6. Inspect the vehicle case file and:
 - a. Ensure that the vehicle identification number recorded on the **PROPERTY CLERK INVOICE** coincides with the NYSPIN printout, the vehicle title, and all other relevant department records.
 - b. Verify whether the ten (10) day time limit has expired (time barred) following notification to vehicle owners and other interested parties, as Per V.T.L. section 1224
 - c. Utilizing the **PROPERTY AND EVIDENCE TRACKING SYSTEM**, review all Office of Court Administration (OCA) documents to ensure that there is a final court disposition and that the vehicle is no longer needed as “Arrest Evidence”. Stamp and sign file approving disposition.
 - d. Review Civil Enforcement Status Reports and District Attorney’s Releases when applicable.
 - e. Prepare and sign an **AUCTION REVIEW FORM**. Attach form to the vehicle case file.

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VEHICLE RELEASE FROM THE AUTO POUNDS		
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PURPOSE To facilitate the release of impounded vehicles to authorized parties at the Auto Pound facilities.

PROCEDURE WHEN AN INDIVIDUAL OR PUBLIC ENTITY IS PRESENT AT THE AUTO POUND TO OBTAIN A RELEASE FOR A VEHICLE:

AUTO POUND RELEASE OFFICER

1. Obtain the following from the Claimant/Individual:
 - a. Storage or Invoice Number, VIN, plate #, last name of arrestee, & year of arrest.
 - b. Photo Identification
 - c. Proof of vehicle ownership
 - I. Original Title
 - II. Current Registration
 - III. Original salvage certificate
 - IV. Original copy of lease agreement
 - d. Authorization letter (Owner Representative present) **MUST BE NOTARIZED**
 - e. Lien Holders must have either:
 - I. A title in their name or,
 - II. A title signed over to them with a notarized letter signed by the titleholder relinquishing ownership.

NOTE *Notarized copies of a Title will be accepted only with approval of a supervisor.*

AUTO POUND RELEASE OFFICER

2. Obtain the following from the Claimant/Public Entity:
 - a. Original or notarized copies of ownership papers; **NOTARIZED TITLE** signed over to Public Entity and **NOTARIZED LETTER** from owner relinquishing ownership.
 - b. **HOLD HARMLESS LETTER** (Ins. Co. 157-E letter)(*NOT required from Title Holders*)
3. Compare Claimant documents against Auto Pound file (Example; VIN #, Make, Model, etc.).
4. Check Auto Pound file for current category and determine if:
 - a. **DISTRICT ATTORNEY'S RELEASE** required
 - b. **UF-49** required or **D.A. RELEASE** (Investigation Category)
 - c. **LEGAL BUREAU RELEASE** (Forfeiture Category)

Example: Controlled Substance	D.W. I.
Gambling Records	Pornography
Untaxed Cigarettes	Speed Contest
Prostitution	Fireworks
Agg. Unlicensed Operator	Proceeds of a crime

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WHEN PROOF OF LEGAL OWNERSHIP HAS BEEN SATISFIED:

AUTO POUND RELEASE OFFICER

5. Using document scanner, upload copies of all Documents provided by the owner/representative to the file via **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
6. Attach/ upload owner/representative's license to file.
7. Calculate and collect Tow/Storage fees if any and prepare **FEE RECEIPT**. *Note: computer will calculate fee.*
8. Provide owner/representative with copy of **RECEIPT**.
9. Record fee receipt serial # on file **COVER SHEET**.

NOTE

Owner/representative must satisfy all fees before access to storage yard is permitted. All fees must be paid in U.S. currency. Only the exact amount of the fee will be accepted.

AUTO POUND SUPERVISOR

10. Verify fee amount collected and compare fee amount against **FEE RECEIPT**.
11. Secure all fees in Property Clerk safe along with **FEE RECEIPT**.
12. Record information on **CASH RECEIPT TRANSMITTAL SHEET**

AUTO POUND RELEASE OFFICER

13. Prepare **YARD PERMIT** and have owner/representative escorted to their vehicle by M.O.S.
14. Make appropriate entries on file **COVER SHEET** and initial

WHEN OWNER/REPRESENTATIVE IS UNABLE TO REMOVE VEHICLE AT TIME OF FEE PAYMENT

OR

VEHICLE IS STORED AT A BROOKLYN AUTO POUND FACILITY

15. Prepare delivery card for future pickup. **DELIVERY CARD** is valid for three business days from date of issuance.

NOTE

An owner/representative may elect to sign vehicle over to New York City Police Department prior to paying any fees.

No repairs are to be made at Auto Pound facilities. If vehicle is inoperable it must be towed from facility.

WHEN VEHICLE HAS BEEN MOVED TO THE FRONT GATE INSIDE AUTO POUND

AUTO POUND RELEASE OFFICER

16. Obtain **YARD PERMIT** from owner/representative.
17. Conduct "**RETURN TO OWNER**" through **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
18. Have owner/representative sign for the vehicle utilizing **PETS** system.

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AUTO POUND RELEASE OFFICER

19. The following photographs will be taken when vehicle is Released to Owner:
 - a. One (1) photograph of the exterior driver side from the front
 - b. One (1) photograph of the exterior passenger side from the rear
 - c. One (1) photograph of the interior capturing radio area
 - d. A photograph of ANY additional damage i.e. dents, scratches
 - e. A photograph of ANY special equipment i.e. equalizers, special speakers, monitors
20. Upload photos utilizing **PETS**.
21. Stamp **YARD PERMIT** "Closed" and return permit and license to owner/representative for vehicle removal.
22. Stamp **INVOICE** and file **COVER SHEET**, "Closed", enter Date, Receipt # and Delivery #.
23. Close out vehicle on **PETS**

NOTE- If **PROPERTY AND EVIDENCE TRACKING SYSTEM** is not functional, return vehicle to the owner/representative, notate specifics of the transaction, and at a later time when **PETS** is functional, perform the "*RETURN TO OWNER*" function via **PETS**. The **AUTO POUND RELEASE OFFICER** will then notate delay in the *REMARKS* section and will then sign their **TAX NUMBER** for the *OWNERS SIGNATURE* in **PETS**

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PROPERTY GUIDE

Section: AUTO POUND		Procedure #: 606-06
STORAGE AND TOWING FEES		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 2

PURPOSE

To calculate the proper storage and towing fees for impounded vehicles.

PROCEDURE

WHEN AN INDIVIDUAL OR PUBLIC ENTITY REQUESTS STORAGE AND TOWING INFORMATION:

AUTO POUND RELEASE OFFICER

1. Calculate appropriate fees based on the following:
 - a. **SAFEKEEPING** - \$25 tow fee plus storage fees accrue at \$5.00 per day or part thereof, commencing on the 8th day after the post marked date on the notification letter sent to the Registered Owner, Title Owner, Insurance Company., or Leasing Company.
 - b. **ARREST EVIDENCE** - once the District Attorney's release and/or Legal Bureau release is received, the category is changed to Safekeeping and the rules in "a" apply.
 - c. **ARREST EVIDENCE-OWNER NOT ARRESTED** - no charge for towing
 - d. **INVESTIGATION** - once the District Attorney's release and/or a UF49 from the Investigator are received, the category is changed to Safekeeping and the rules in "a" apply.
 - e. **ACCIDENT INVESTIGATION (DOA)** - no charge for storage
 - f. **PARTS FROM AUTOS** - no charge for storage of parts.
 - g. **DRIVEWAY TOW** - the owner or his authorized agent is required to present a paid bill to Auto Pound personnel from the Tow Operator in order to claim his vehicle.
 - h. **PARKING ENFORCEMENT DIVISION** - All fees are paid to the Parking Enforcement Division borough facility concerned.

NOTE

Vehicles owned by City, State or Federal agencies will only be charged for towing costs. Storage fees will not be charged.

- i. **ROTATION TOW** - The Rotation Tow facility is required to hold the vehicles placed into the Ro-Tow program pending retrieval by the owner for at least ten (10) days but not more than thirty (30) days. Unclaimed vehicles will then be towed to the Auto Pound.

TOWING

\$50.00 (\$100.00 if double tow authorized by recovering officer)

STORAGE

\$10.00 per day for the first three (3) days (At Ro-Tow)

\$12.00 per day for the next seven (7) days (At Ro-Tow)

\$5.00 per day thereafter for each day vehicle is stored at the Auto Pound

***Applicable Sales Tax is collected for towing and storage charges.**

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NOTE

The above towing and storage fees are to be used as a guide by members assigned to the Auto Pounds. All fees may be amended by an Auto Pound Supervisor. The Commanding Officer, Property Clerk Division will make the final determination of the appropriate fees.

RELATED PROCEDURES

PATROL GUIDE 218-21
PATROL GUIDE 218-44
PATROL GUIDE 218-14



PROPERTY GUIDE

Section: AUTO POUND		Procedure #: 606-07
CASH COUNT AT THE AUTO POUND		
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- PURPOSE** To account for all revenues collected at the Auto Pound.
- RELEASE OFFICER**
1. Calculate and collect the appropriate fees.
 2. Submit the amount collected to the Auto Pound supervisor with the vehicle file and the cash envelope.
- AUTO POUND SUPERVISOR**
3. Ensure that the currency collected coincides with the total amount recorded on each cash envelope.
- RELEASE OFFICER**
4. Seal the envelope containing the currency in the presence of the Desk Officer.
- AUTO POUND SUPERVISOR**
5. Sign name on the seal of the envelope.
- RELEASE OFFICER**
6. Legibly post the date the cash receipt was prepared, name, storage number, total fees collected and cash receipt number on the front of the envelope.
 7. Deposit envelope into safe.
- AUTO POUND SUPERVISOR**
8. Witness envelope being deposited into the safe.
 9. Make applicable entries on the "**CASH RECEIPT TRANSMITTAL SHEET**".
- 3rd PLATOON SUPERVISOR**
10. Ensure that at least one other officer is present during the cash count.
 11. Ensure all currency collected coincides with the total amount recorded on each cash receipt. Account for all money collected for the previous 24 hours.
 12. Print and sign each receipt after verifying that proper fees were collected.
 13. Sign and date all opened cash envelopes. Place those envelopes into a plastic security envelope.
 14. Assign two (2) uniformed members of the service to conduct the night depository bank drop on the same date that the cash count is conducted.
 15. Make appropriate command log entries which includes; the names, shield #s, RMP, cash amount, envelope # and bank where deposit is made.
- AUTO POUND SUPERVISOR**
16. Assign a member of the service on the 2nd platoon to pick up the bank receipt two (2) days after the bank drop has been completed.
 17. Forward the cash receipt and bank receipts to the Property Clerk Division Accounting Unit.

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PROPERTY GUIDE

Section: AUTO POUND

Procedure #: **606-08**

CONVERSION OF VEHICLES FOR DEPARTMENT USE

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PURPOSE

Invoiced vehicles scheduled for auctions that are selected for use by this Department or another agency will not be placed into the public auction.

C.O. SUPPORT SERVICES BUREAU

1. Approve/Disapprove written request for conversion vehicle and forward to Property Clerk Division.

C.O. PROPERTY CLERK DIVISION

2. Endorse written request and forward to Commanding Officer, Auto Pound.

AUCTION SUPERVISOR

3. Review approved request for conversion vehicle. Select suitable vehicle for conversion. Notify Fleet Services Division to send mechanic to determine if vehicle is suitable for conversion. Maintain log of approved/disapproved requests for conversion vehicles. Requests for conversions will be purged after one year.

NOTE

Vehicles slated for conversion must be VIN checked. The vehicle file must be examined to determine that no liens exist and that all letters have been sent out

NO VEHICLE WILL BE RELEASED FROM THE AUTO POUND UNTIL ALL REQUIRED CHECKS HAVE BEEN COMPLETED

DIRECTOR, FLEET SERVICES DIVISION

4. Upon receiving report from the Auto Pound of suitable conversion vehicle direct a mechanic from Fleet Services Division to inspect vehicle to determine if it will be appropriate for conversion. If necessary tow vehicle to Fleet Services for inspection.

AUTO POUND SUPERVISOR

5. Direct that if vehicle is not suitable for conversion, but returned to the Auto Pound, the vehicle will be placed into the next public auction/salvage lot as appropriate.

IF VEHICLE IS SUITABLE FOR CONVERSION

AUCTION SUPERVISOR

6. Log the ownership documents in the **OWNERSHIP DOCUMENTS DISTRIBUTION LOG** if appropriate.
7. Log the contents of approved request for conversion vehicle (the PCD#, unit/agency concerned, number of vehicles approved, etc.) in the **CONVERSION LOG**.

AUTO POUND SUPERVISOR

8. Prepare a **VEHICLE CONVERSION WORKSHEET** if vehicle not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**, or,

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utilize appropriate “*DISPOSITION*” function via **PROPERTY AND EVIDENCE TRACKING SYSTEM** and upload all accompanying document to Invoice.

9. Prepare the OWNERSHIP DOCUMENT

10. Forward the OWNERSHIP DOCUMENT and the VEHICLE CONVERSION WORKSHEET to the Supervisor in Charge, Auto Pound

11. Review the OWNERSHIP DOCUMENT and VEHICLE CONVERSION WORKSHEET for completeness and accuracy.

**AUTO POUND
SUPERVISOR**

**AUTO POUND
SUPERVISOR**

12. Allow the vehicle to be removed from the Auto Pound.

13. Close out vehicle in Auto Pound computer application.

14. Have conversion statistics readily available.

**AUCTION
SUPERVISOR**

15. By the 3rd day of the month forward a report to the Property Clerk Division office detailing all conversions which occurred for the previous Month.

NOTE

The unit/agency receiving the converted vehicle is responsible for the disposal of the vehicle. Conversions WILL NOT be returned to the Auto Pound.

**RELATED
PROCEDURES**

**ADMINISTRATIVE GUIDE 313-02
VEHICLE TRAFFIC LAW 1224
NEW YORK CITY ADMINISTRATIVE CODE 14-140**



PROPERTY GUIDE

Section: AUTO POUND

Procedure #: **606-09**

REPORT OF LARCENY FROM A VEHICLE HELD IN PROPERTY CLERK DIVISION CUSTODY

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

03/01/2015

PAGE:

1 of 1

PURPOSE

To investigate reports of larceny from vehicles held in Property Clerk Division custody.

PROPERTY CLERK DIVISION MEMBER

1. Upon becoming aware of a larceny from a vehicle in Property Clerk Division custody, notify a supervisor.

AUTO POUND SUPERVISOR

2. Inspect vehicle and surrounding area from where larceny occurred.
3. Inspect invoice package to ascertain if property was removed at the Pct. level.
4. Take photos of area where theft occurred.
5. Prepare **COMPLAINT REPORT** (UF61) and **UF 49: Subject: LARCENY FROM INVOICED AUTO.**
6. Notify Internal Affairs Bureau.
 - a. Obtain:
 - i. I.A.B. Log #
 - ii. Operators name
 - iii. Permission to release vehicle
7. Prepare **NOTICE OF CLAIM**, have complainant sign it along with releasing officer.
 - a. Issue complainant a copy of the **NOTICE OF CLAIM.**
8. Make copies of all reports and send a copy to the following:
 - a. Commanding Officer, Property Clerk Division
 - b. Commanding Officer, Auto Pound
 - c. Integrity Control Officer, Property Clerk Division
 - d. Internal Affairs Bureau
9. All original copies and photos will be attached to invoice package.
10. Deliver the completed **UF61** to Precinct of occurrence and obtain complaint #.
11. Notate in **PROPERTY AND EVIDENCE TRACKING SYSTEM** in the "**REMARKS**" section a brief description of the larceny and the **COMPLAINT REPORT (UF61) NUMBER** generated for the larceny.

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REPORT OF DAMAGE TO A VEHICLE HELD IN PROPERTY CLERK DIVISION CUSTODY		
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PURPOSE

To investigate reports of damage to vehicles held in Property Clerk Division custody.

MEMBER OF THE SERVICE

1. Upon becoming aware of damage to a vehicle in Property Clerk Division custody, notify supervisor.

AUTO POUND SUPERVISOR

2. Inspect vehicle for damage.
3. Inspect **MOTOR VEHICLE/BOAT INVOICE** to ascertain if vehicle was delivered in damaged condition.
4. Take digital photos of all damage to property.
5. Upload photos utilizing the **PROPERTY AND EVIDENCE TRACKING SYSTEM** application (*see Property Guide 606-12*)
6. Print out the “**ALL PHOTOS**” report and attach to Invoice package
7. Prepare **UF49**; Subject: **DAMAGE TO INVOICED AUTO** (only if damage occurred in Property Clerk Division facility)
8. Send copy of **UF49** and photo print out to Integrity Control Officer, Property Clerk Division.
9. Attach **UF49** to Invoice package.
10. Prepare **NOTICE OF CLAIM**, have claimant sign it along with releasing officer. Give claimant a copy, attach copy to file.
11. Upload **UF49** into **PROPERTY AND EVIDENCE TRACKING SYSTEM** for the corresponding **INVOICE NUMBER**.

NOTE

Do not give claimant copy of photo print out.

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VEHICLE AUCTION PROCESSING AT THE AUTO POUND		
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PURPOSE

To systematically reduce inventory levels at the Auto Pounds by disposing of unclaimed vehicles through public auction. The Auction Review Officer will ensure that vehicle in question is registered within the **PROPERTY AND EVIDENCE TRACKING SYSTEM** using the “LEGACY” process before proceeding, if applicable.

AUCTION REVIEW OFFICER

1. Ensure that proper reviews have been done of all case files and that all system checks have been conducted. Ensure that timely notifications to owners/lien holders have been made or complete if need be.
2. Ensure that “**AUCTION REVIEW FORM**” is attached to vehicle case file.
3. Indicate on the next available line of invoice **COVER SHEET** that vehicle is ready for auction by inserting: “DATE, AUCTION, and INITIALS” in the space provided.
4. Conduct all relative computer inquiries for auction files.
5. Arrange cleared invoices into “*READY FOR AUCTION*” file in storage number order and provide to supervisor for supervisor’s auction Review

AUTO POUND SUPERVISOR

6. Review entire invoice package of vehicles set for auction to ensure that all necessary steps were properly followed and that all notifications were made.

AUTO POUND LIEUTENANT

7. Prepare and sign **SUPERVISOR’S INSPECTION WORKSHEET** and attach to invoice package. Place approved invoice package in storage number order in Auction file for auction member’s inspection.

AUCTION REVIEW OFFICER

8. Review invoice package in Auction file and determine if vehicle is to be auctioned or placed into Salvage lot.
9. Prepare a list in storage number order of any invoice package removed to yard. This list will be posted in the clerical office and made available to any member who may be seeking this invoice package.
10. Compare vehicle to description on invoice package. Verify VIN#, number of doors, odometer reading, color, make, etc.

NOTE

*A **CONFIDENTIAL VIN** check will be performed on all vehicles slated for auction.*

AUCTION REVIEW OFFICER

11. Check vehicle for any contraband or property of any value. Notify Auto Pound Supervisor of any property found.
12. Prepare **DELIVERY CARD**.
13. Assign “lot numbers”.
13. complete “*AUCTION REVIEW*” function via **PROPERTY AND**

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EVIDENCE TRACKING SYSTEM

14. Mark auction and lot numbers on invoice package, **DELIVERY CARD** and the vehicle.
15. If vehicle is not of auction value it will be placed into the Salvage Bid. The letter "S" will be painted in place of a lot number.
16. Notify Property Clerk Division Auction Coordinator of the number of salvage vehicles in the next auction.
17. Prepare a **MV907** for each salvage vehicle.
 - a. Copy to driver picking up vehicle.
 - b. Copy to the Department of Motor Vehicles.
 - c. Copy attached to Invoice.

AUCTION REVIEW OFFICER

NOTE

*Property Clerk Division Auction Coordinator will prepare **AUCTION CATALOG** and provide auctioneer with **BILLS OF SALE**.*

MOTOR VEHICLE OPERATOR

18. Move listed vehicles to auction area and change location in Auto Pound Computer Application.

AUTO POUND SUPERVISOR

19. Immediately prior to public inspection:
 - a. Remove ALL registration stickers from vehicle and destroy.
 - b. Remove ALL license plates from vehicle.
 - i. Record New York License plates on DMV form **MV-466QPC** and return plates to Department of Motor Vehicles.
 - ii. Out of state license plates will be destroyed.
 - c. Have VIN check performed via the NYSPIN no sooner than 24 hours prior to sale at auction.
 - i. Check for stolen vehicle alarms, junk salvage vehicle notations, lien information, DMV holds/suspensions non-conforming VIN response, FI stops, or the possibility of listing a new owner.

NOTE

Contact New York State Department of Motor Vehicles and provide them with information regarding vehicles that require new VINs. Prior to public viewing date permit their representative to affix new VIN.

AUTO POUND SUPERVISOR

20. Permit inspection of vehicle by authorized units and outside agencies to view vehicles for possible conversion purposes.

RELEASE OF VEHICLES TO PURCHASER (COPART)

RELEASE OFFICER

21. Require purchaser to present both copies of **BILL OF SALE**

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22. Give corresponding auto delivery card to purchaser, along with keys, if
23. Escort purchaser to retrieve vehicle. ALL VEHICLES MUST BE TOWED.
24. Make entry in appropriate **PROPERTY DELIVERY RECEIPT BOOK** and record purchaser's identification therein.
25. Close out the invoice package and perform *AUCTION FUNCTION* in **PROPERTY AND EVIDENCE TRACKING SYSTEM** with purchaser signing for the vehicle utilizing **PETS**.

RELEASE OFFICER

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PHOTOGRAPHING VEHICLES AT THE AUTO POUND		
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PURPOSE

To properly record any damage or lack thereof, of invoiced vehicles at the Property Clerk Division Auto Pound facilities. These photos will be digitally cataloged and stored for future reference and inquiries.

PROCEDURE

1. Vehicles will be photographed for the following instances:
 - a. Vehicle intake at the Auto Pound
 - b. Vehicle owner files a claim of vehicle damage
 - c. Vehicle is damaged while invoiced at the Auto Pound
 - d. Vehicle is Released to Owner (RTO)
 - e. Any other reason where a supervisor deems it necessary to document a vehicles' condition and /or appearance

WHEN PHOTOGRAPHING VEHICLES AT THE AUTO POUND

AUTO POUND OFFICER

2. The following photographs will be taken:
 - f. One (1) photograph of the exterior driver side from the front
 - g. One (1) photograph of the exterior passenger side from the rear
 - h. One (1) photograph of the interior capturing radio area
 - i. A photograph of ANY additional damage i.e. dents, scratches
 - j. A photograph of ANY traps or hidden compartments
 - k. A photograph of ANY special equipment i.e. equalizers, special speakers, monitors
3. Place camera in docking station at intake computer terminal
4. Utilize the **PROPERTY AND EVIDENCE TRACKING SYSTEM** application to upload the photographs to the department's computer system.
 - a. Print out the "ALL PHOTOS" report and attach to Invoice package
 - b. Clear the camera's memory of all unused photographs
5. Make **COMMAND LOG** entry at the beginning of each tour:
 - a. Accounting for each camera and docking station

NOTE

Vehicle intakes should be completed prior to uploading the photographs. If PETS is inoperable, photos will still be taken and uploaded as soon as PETS is operational.

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PROPERTY GUIDE

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DECEDENT'S PROPERTY VEHICLES		
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PURPOSE

To establish guidelines for the intake and auctioning of Decedent's Property vehicles.

INTAKE OFFICER

1. Follow all vehicle intake procedures in **PROPERTY CLERK DIVISION PROPERTY GUIDE SECTION 206-01** and:
 - a. Ensure that "Decedent's Property" is of the proper category on the **PROPERTY CLERK MOTOR VEHICLE/BOAT INVOICE**.
 - b. Ensure the **PROPERTY TRANSFER REPORT** is complete with the proper destination on it. If correct, perform the **INTAKE** function in **PROPERTY AND EVIDENCE TRACKING SYSTEM**. If the **INVOICE** or **PROPERTY TRANSFER REPORT** is incorrect, perform "**REJECT**" function in **PETS**.

AUTO POUND REVIEW OFFICER

2. Review vehicle file and computer printout to determine ownership.
 - a. Decedent's Property will have the following letters generated:
 - i. One letter to owner
 - ii. One letter to estate of owner
 - iii. One letter to Public Administrator of County in which deceased resided
 - iv. One letter to Public Administrator of County in which the property was recovered

NOTE

Use available Department Resources to locate Public Administrator of county in which deceased resided if not readily found i.e. Dept. internet, phone books, etc.

AUTO POUND CLERICAL MEMBER

3. Print letters (two copies) and labels (three copies) for letters.
 - a. Attach one letter and label to file
 - b. One letter and one label will be sent via certified mail
 - c. One label will be attached to the **FIRM MAILING BOOK FOR ACCOUNTABLE MAIL**

PCD MAIL OFFICER

4. Retrieve outgoing certified mail
5. Bring mail to One Police Plaza, Mail Room
6. Follow the respective mail procedure

AUTO POUND SUPERVISOR

7. Inspect the vehicle case file and determine that appropriate letters have been sent as in procedure #2.
8. Ensure that letter is sent to Estate of Deceased and Public Administrator of county in which deceased resided at the 6,12,18, and 24 month intervals (for a total of 5 letters)
9. On the 25th month if no response to letters, prepare and sign **AUCTION REVIEW FORM**.

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10. Attach form to the vehicle case file.
11. Make notation on file with “**PROCEEDS TO BE INVOICED**” stamp.
12. Confer with *Property Clerk Division Auction Coordinator* to identify Decedent’s Property Vehicles from which proceeds will be invoiced.

PCD AUCTION COORDINATOR

SUPERVISOR

13. At conclusion of auction, proceeds from decedent’s vehicles previously identified will be invoiced on a **PROPERTY CLERK INVOICE** from the Borough in which the property was recovered.
14. Deliver **PROPERTY CLERK INVOICE** along with the proceeds to the appropriate Property Clerk Borough Office.

NOTE

Proceeds from a decedent’s vehicle will be held for a period of three years after the auction of the vehicle. If no claim has been made in that time the proceeds will be forwarded to appropriate Public Administrator in which the property was recovered. The Property Clerk Division Auto Pound will notify the appropriate Borough Property Clerk Office when and where to forward the proceeds from the sale of a decedent’s vehicle.

PCD BOROUGH OFFICE SUPERVISOR

15. Upon notification from the Auto Pound:
 - a. Forward proceeds from the sale of Decedent’s Property Vehicle to the Public Administrator of the borough in which the property was recovered.



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DESTRUCTION OF ESU CONVERSION VEHICLES		
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PURPOSE

To establish guidelines for the destruction of ESU conversion vehicles.

ESU PERSONNEL

1. ESU personnel will contact Springfield Gardens Auto pound in regards to ESU Conversion Vehicles.

SUPERVISOR IN CHARGE SPRINGFIELD GARDENS

2. Ensure all Conversion Vehicles are eligible for destruction by reviewing request and all documentation in regards.
3. Notify appropriate Auto pound supervisor in regards to vehicles slated for destruction.

AUTO POUND SUPERVISOR

4. Review request by Supervisor in Charge of Springfield Gardens.
5. Ensure all vehicles scheduled to be transported for destruction are ready for destruction and all necessary documentation completed.

ESU PERSONNEL

- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

13. ESU personnel will then mail the second copy of the 907 to DMV, PO Box 2105-ESP, Albany, NY 12220-0105
14. The final copy of the 907 will be kept by ESU for their records

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PLANNING FUTURE AUCTIONS		
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I
IN NOVEMBER OF THE CURRENT YEAR:

**PROPERTY CLERK
DIVISION -
AUCTION
COORDINATOR**

1. Ascertain Auctioneer and Auction Team's vacation selection.
2. Ascertain the days that holidays fall upon.
3. Allowing for the Auctioneer's vacation and holidays, select Monday and Tuesday auction days spaced two weeks apart for the whole year.
 - a. Select Wednesday and Thursday auction days only if necessary.
4. Confer with storage facility supervisors about days selected.

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PLANNING A SPECIFIC AUCTION		
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PROPERTY CLERK DIVISION - AUCTION COORDINATOR

Assign the next Auction Number.

1. Prepare an Auction Folder
2. Record the auction number upon the face of the Auction Folder
3. Attach an **AUCTION PROCESSING WORKSHEET** to the inside of the Auction Folder
4. Prepare a **CITY RECORD WORK SHEET**
 - a. Indicate on the **CITY RECORD WORK SHEET** that the publication is to appear in 10 consecutive City Record issues, from the 12th business day through the 3rd business day before the viewing day.
 - b. Forward the **CITY RECORD WORK SHEET** to the City Record Newspaper
 - c. On the Auction Processing Worksheet, record the date that the **CITY RECORD WORK SHEET** was sent to the City Record.
5. Plan the content of the newspaper advertisement
6. Supply the auction advertising agent with the contents of the auction advertisement.
7. Inform the advertising agent that the advertisement is to appear in the
 - a. Sunday edition (immediately prior to the viewing day) of the New York Times Auction Section of the Classified Pages.
 - b. Sunday edition (immediately prior to the viewing day) of the Daily News Automotive in Sports Section.

FIVE (5) BUSINESS DAYS BEFORE THE VIEWING DAY:

AUTO POUND AUCTION OFFICERS

8. Assign all "Regular Auction" vehicles to the specific auction # in the **AUTO POUND COMPUTER APPLICATION**.
9. Notify PCD Auction Coordinator:
 - a. The **TO BE AUCTION REPORT** is ready for download.
 - b. If any "EX" vehicles are in the auction.
 - c. If any Diesel engine vehicles are in auction.
 - d. If any discrepancies are found or changes made to vehicle descriptions after **TO BE AUCTION REPORT** is prepared.

UPON RECEIVING ALL TO BE AUCTION REPORTS:

PROPERTY CLERK DIVISION - AUCTION COORDINATOR

10. Deliver blank **BILLS OF SALE** to the Auctioneer for typing.
11. Enter serial #s of all **BILLS OF SALE** issued to the Auctioneer in the **BILL OF SALE DISTRIBUTION LOG**.
12. Notify the Auctioneer by phone or E-Mail If any discrepancies are found or changes made to vehicle descriptions after **TO BE AUCTION REPORT** is prepared.

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**PROPERTY CLERK
DIVISION -
AUCTION
COORDINATOR**

13. Cumulatively record all changes on a cover sheet.
 - a. Attach the cover sheet to the first **TO BE AUCTION REPORT**.

TWO BUSINESS DAYS BEFORE THE VIEWING DAY:

14. Obtain the auction advertisement proofs from the advertising agent and verify for accuracy and completeness
15. Inform the advertising agent that he may go ahead and insert the advertisement in the newspapers.

AUCTION CATALOG PREPARATION

16. Prepare proof copies of the Auction Catalog utilizing the information from the **TO BE AUCTION REPORTS**.
17. Ensure Lot #s are assigned as follows:

College Point Vehicles	Erie Basin / Gowanus Vehicles	Parking Enforcement Division Vehicles	Motorcycles (CPAP or EBAP) not PED
001 – 499	501 – 699	701 – 899	901 - 999

18. Make corrective changes to **AUCTION CATALOG** if notified of discrepancies by the Auto Pound Auction Officers.
19. Prepare **REQUEST FOR SUPPLIES** (PD 561-160) requesting the following amount of **AUCTION CATALOGS**:

<u>Springfield Gardens</u>	<u>: 300</u>
<u>Erie basin Auto Pound</u>	<u>: 200</u>
<u>Property Clerk Division</u>	<u>: 100</u>
<u>TOTAL</u>	<u>: 600</u>

20. Forward catalog proof pages and **REQUEST FOR SUPPLIES** to Police Headquarters Print Shop no later than 1200 noon, on the Tuesday before the viewing day.
21. File catalog photo copies in the corresponding Auction Folder.
22. Retrieve completed catalogs from the Print Shop no later than 1000 hours on the Thursday before the viewing day.
23. Retain 100 copies of the catalog in the Property Clerk Division Office.
24. Arrange to have the catalogs forwarded to the storage facilities no later than the Friday before the viewing day.



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AUCTION DAY DUTIES		
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ON THE AUCTION DAY:

PCD AUCTION COORDINATOR

1. Call each storage facility involved in the auction and obtain the latest withdrawals and changes in property description.
 1. Ensure all withdrawals and changes were entered into the Auto Pound Computer Application,
 2. Ensure no vehicles are on "Hold".
 3. Print out the finalized copies of the **TO BE AUCTIONED REPORT**.
2. Gather and test the following equipment:

Night deposit bags	Bank deposit slips
List of withdrawals and changes	Property Clerk stamp
Plastic security seals	Blank Resale certificate
Stamp pad	2 staplers
Rubber bands	Chalk
Signature stamps	Easel signs
Perforation machine	Money counter
3 Laptops	3 Driver License Readers
3. Report to the Erie Basin Auto Pound with the above equipment.
4. Verify that the tables, white board, microphone, and guard rails are in place in the auction area.
5. Position the above equipment as required.
6. Write the withdrawals and changes upon the whiteboard.
7. Place on easel and sign in the rear of the auditorium, and the other easel and sign in the front of the auditorium.

AUCTIONEER

8. Be present in the auditorium no later than 0930 hours.

NOTE

The Salvage Lots will be auctioned first. Salvage Lots can only be bid on by Licensed Scrap dealers. The winning bid amount of the Salvage Lot will be the minimum bid for Regular Auction Vehicles.

If the auctioneer is not present by 0930 hours, the Property Clerk members will conduct the auction.

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PCD AUCTION COORDINATOR

9. Record the withdrawals and changes upon the Auctioneer's **TO BE AUCTIONED REPORT**.

AFTER BIDDERS AND VIEWERS ARE CLEARED AT THE SECURITY CHECK POINT:

PCD INSPECTIONS UNIT

10. Register Bidders and Viewers into the **AUTO POUND COMPUTER APPLICATION** utilizing two (2) laptop computers stationed after the security check point.
a. Query if the person is representing a company and/or who will be listed on the **BILL OF SALE**.
11. Print out Bidder Paddles for Bidders only.

PCD AUCTION COORDINATOR

12. Register Bidders and Viewers into the **AUTO POUND COMPUTER APPLICATION** utilizing a laptop computer stationed at the front of the auditorium.
13. Distribute **RESALE CERTIFICATES** to prospective bidders who claim exemption from sales taxes.
14. Collect and review completed **RESALE CERTIFICATES**.
15. Record Paddle number onto the top right corner of the **RESALE CERTIFICATES**.
16. Initial the **RESALE CERTIFICATES**.

AFTER BIDDERS AND VIEWERS ARE REGISTERED:

PCD SUPERVISOR

17. Inform the Auctioneer to start the auction.

AUCTIONEER

18. Conduct the bidding and auction pursuant to contractual agreement.
19. Designate winning bidder and winning bid amount for each lot auctioned.
20. Record the winning bid number and bid amount on the **TO BE AUCTIONED REPORT**.

PCD SUPERVISOR

21. Enter each winning bid price and paddle # into the **AUTO POUND COMPUTER APPLICATION**.
22. Confirm each entry with the Auctioneer prior to auctioning the next lot.
23. Print out the **BILL OF SALE**.

ICO / PCD INSPECTIONS UNIT SUPERVISOR

24. Be present at the start of the auction and throughout the bidding process to ensure that the auctioneer acknowledges all bids.

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- PCD AUCTION COORDINATOR**
25. Record all winning bid prices and paddle #s on the **TO BE AUCTIONED REPORT**.
 26. On an ongoing basis, while the auction is in progress, compare the bidder number and bid amount found on the Property Clerk's **TO BE AUCTIONED REPORT** against those found on the Auctioneer's **TO BE AUCTIONED REPORT**.
 27. Record bidder number or bid changes upon the Change Sheet.
 28. Collect **BILLS OF SALE** from printer.
 29. Verify sale price against the **TO BE AUCTIONED REPORT**.
 - a. Notify the PCD supervisor of any discrepancies.
 30. Stamp and perforate the **BILL OF SALE**.
 31. Stamp and fill in check off boxes on **ODOMETER STATEMENT**.
 32. Forward the **BILL OF SALE** to the Auctioneer for verification.

- AUCTIONEER**
33. Verify the bid amount on the **BILL OF SALE** and initial.
 34. Forward the **BILL OF SALE** to the Auctioneer's Cashier.

WHEN PURCHASER SHOWS UP TO CLAIM HIS/HER PURCHASE:

- AUCTIONEER'S CASHIER**
35. Collect all auction related funds from winning bidders.
 36. Have the purchaser verify the **BILL OF SALE**.
 37. Have the purchaser sign all three (3) copies of the **BILL OF SALE**.
 38. Issue the **DMV and AUTO POUND** copies of the **BILL OF SALE** to the purchaser.
 39. Issue the **ODOMETER STATEMENT** to the purchaser.
 40. Return the signed **PCD AUCTION UNIT** copy of the **BILL OF SALE** to the PCD Auction Coordinator.
 41. Be responsible for any monetary shortages in the auction proceeds.

IF PURCHASER FAILS TO IMMEDIATELY SHOW UP TO CLAIM PURCHASE:

- AUCTIONEER**
42. Resell the vehicle (after approval from the PCD Supervisor) and designate a new winning bidder and bid amount.
- PCD SUPERVISOR**
43. Void the original **BILL OF SALE**.
 44. Generate a new **BILL OF SALE**.

WHEN NOTIFIED OF A BIDDER NUMBER OR BID AMOUNT DIFFERENCE BETWEEN AN AUCTION SHEET AND BILL OF SALE:

- PCD SUPERVISOR**
45. Confer with the Auctioneer and resolve the difference.
 46. Void and generate new **BILLS OF SALE** as needed.

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PCD AUCTION COORDINATOR

47. Inspect tax exempt **BILLS OF SALE** to verify that the names, addresses, and Tax Resale Numbers have been recorded.

UPON COMPLETION OF THE BIDDING:

48. Verify that the Auctioneer has forwarded all 3rd copies of the **BILLS OF SALE** to a Property Clerk auction member.
49. If a 3rd copy of a **BILL OF SALE** is missing:
 - a. Notify the PCD supervisor

WHEN INFORMED THAT A 3RD COPY OF THE BILL OF SALE IS MISSING:

PCD SUPERVISOR

50. Have the storage facility notified about the missing **BILL OF SALE**.
 - a. Have the following recorded upon a blank piece of paper: the bid sale amount, sales tax, lot number and property description of the lot with the missing **BILL OF SALE**.
 - b. Insert the sheet of paper into its lot order with other 3rd copies of the **BILLS OF SALE**.

IF ALL 3RD COPIES OF THE BILL OF SALE HAVE BEEN ACCOUNTED FOR:

PCD INSPECTIONS UNIT

51. Print out the **POST AUCTION REPORTS** from the **AUTO POUND COMPUTER APPLICATION**.
52. Compare the bid amount of all lots listed on the **TO BE AUCTIONED REPORT** against the sale prices recorded on all the 3rd copies of the **BILLS OF SALE**.
53. Using a calculator with a tape, add the amounts of all lots listed on one individual page of the **TO BE AUCTIONED REPORT**.
54. Attach the calculator tape to the top left corner of the **TO BE AUCTIONED REPORT**.
55. Repeat step 54 and 55 for all other pages of the **TO BE AUCTIONED REPORT**.
56. Add the total from all pages of the **TO BE AUCTIONED REPORT** and arrive at the total bid sale figure.
57. Add the sales tax amounts on all **BILLS OF SALE** and arrive at the total sales tax figure.
58. Add the bid sale amounts of all taxable **BILLS OF SALE** and arrive at the taxable sale figure.
59. Multiply the taxable sale figure by the current sales tax and compare the product of this against the total sales tax figure.
60. The total sales tax figure should correspond to by the current sales tax of the taxable sale figure.

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NOTE

Discrepancies in these figures may indicate that the total sales tax figure or the taxable sale figures were calculated incorrectly.

PCD INSPECTIONS UNIT

61. Add the total bid sale figure, total sales tax figure, and the re-vin figure, if any, and arrive at the total auction proceeds figure.
62. Compare sales figures to the **POST AUCTION REPORTS**.
 - a. **DO NOT** disclose this figure to the auctioneer yet.
63. Notify the PCD Supervisor.

PCD SUPERVISOR

64. Request that the auctioneer disclose the total money collected figure.
65. Compare the total auction proceeds figure against the total money collected figure.

IF THE TOTAL MONEY COLLECTED FIGURE IS GREATER THAN THE TOTAL AUCTION PROCEEDS FIGURE (OVERAGE):

PCD SUPERVISOR

66. Record the excess as an overage on appropriate documents.
 - a. Deposit the excess with other auction proceeds.

IF A TOTAL MONEY COLLECTED FIGURE IS LESS THAN THE TOTAL AUCTION PROCEEDS FIGURE (SHORTAGE):

NOTE

As per the auctioneer's contract the auctioneer has three (3) business days to satisfy the shortage.

IF THE TOTAL MONEY COLLECTED FIGURE CORRESPONDS WITH THE TOTAL AUCTION PROCEEDS FIGURE.

PCD SUPERVISOR

69. Count and deposit the auction proceeds according to procedure: Property Guide **607-4 COUNTING THE AUCTION PROCEEDS**.
70. Have all equipment and documents returned to the Property Clerk Division Office.
71. Make **COMMAND LOG** entry detailing auction figures and overtime incurred, if appropriate.
72. Inform the Supervisor-In-Charge College Point Auto Pound, of all vehicles not bid on at the minimum bid price.

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PROPERTY GUIDE

Section: VEHICLE AUCTIONS

Procedure #: 607-4

COUNTING THE AUCTION PROCEEDS

****REVOKED****

DATE ISSUED:

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PURPOSE

After completion of the auction bidding and tallying of the figures on the **TO BE AUCTIONED REPORTS** and **BILLS OF SALE** and if the total money collected figure corresponds to the total auction proceeds figure:

PCD AUCTION COORDINATOR

1. In the presence of the auctioneer and designated Property Clerk Division Supervisor, add up the amounts of all money bundles, coins, and checks.
 - a. Arrive at the total preliminary money count figure.
 - b. Compare the total preliminary money count figure against the total auction proceeds figure.

IF THE TOTAL PRELIMINARY COUNT FIGURE DOES NOT MATCH THE TOTAL AUCTION PROCEEDS FIGURE:

2. Discontinue the count:
 - a. Notify the auctioneer of the discrepancy.
 - b. Request that the auctioneer reconcile the discrepancy.

AFTER THE AUCTIONEER STATES THAT THE DISCREPANCY HAS BEEN RECONCILED:

3. Begin at step number 1, above.

IF THE TOTAL PRELIMINARY COUNT FIGURE MATCHES THE TOTAL AUCTION PROCEEDS FIGURE:

PCD SUPERVISOR

4. Have each bundle opened. When instructed:

PCD AUCTION COORDINATOR

5. Open each bundle.
 - a. Verify that the denomination of all bills are the same in each bundle
 - b. Discontinue the procedure if a different denomination is found.
 - c. Notify supervisor of the discrepancy when notified about a discrepancy:
6. Notify the auctioneer of the discrepancy.
 - a. Request that the auctioneer reconcile the discrepancy.
 - b. Resume denomination verification after auctioneer reconciles the discrepancy.

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AFTER THE BUNDLES HAVE BEEN INSPECTED FOR OUT-OF-PLACE DENOMINATIONS:

PCD AUCTION COORDINATOR

7. Run the cash through a mechanical money counter.
8. On an ongoing basis, record the amounts of each denomination (cash, coin, and check) upon a **STATISTICS SHEET**.

IF A DISCREPANCY IN THE MECHANICAL MONEY COUNT OCCURS:

9. Immediately discontinue the count
 - a. Notify the auctioneer of the discrepancy
 - b. Request that the auctioneer reconcile the discrepancy.
 - c. Resume the mechanical money count after the auctioneer reconciles the discrepancy.
10. Re-wrap the bundles and set aside.

UPON COMPLETION OF THE MECHANICAL COUNT:

11. Add the amounts found on the **STATISTICS SHEET**.
 - a. Record the total at the bottom of the **STATISTICS SHEET**
 - b. Compare the total at the bottom of the **STATISTICS SHEET** against the total auction proceeds figure.

IF THE TOTAL OF THE STATISTICS SHEET DOES NOT CORRESPOND TO THE TOTAL AUCTION PROCEEDS FIGURE:

12. Discontinue procedure and conduct investigation. (Re-check figures, compare figures on both **STATISTICS SHEETS**, re-count bundles, etc.)

IF THE COUNTED MONEY AMOUNT CORRESPONDS TO THE TOTAL AUCTION PROCEEDS FIGURE:

13. Issue a receipt to the auctioneer and take possession of the money
14. Prepare Property Clerk Division Holding Account deposit slip for cash and checks.
15. Photo copy all checks collected at the auction.
16. On the **STATISTICS SHEET**, note the number of bundles for each denomination, coins, and checks.
 - a. Separate the same number of bundles for each denomination, coins, and checks.
 - b. Place the bundles into a canvas deposit bag one denomination at a time.

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PCD AUCTION COORDINATOR

- c. As bundles for each denomination are placed into the canvas bag, place a check next to the corresponding denomination on the statistics sheet for the bundles that were just placed into the canvas bag.
- d. Do the same for all other bundles, coins, and checks (checking-off items on the **STATISTICS SHEET** as they are placed in the deposit bag).

IF AN ITEM ON THE STATISTICS SHEET DOES NOT CORRESPOND WITH AN EQUAL AMOUNT OF MONEY THAT IS TO BE PLACED INTO THE DEPOSIT BAG:

17. Discontinue procedure and conduct investigation. (Remove money from bag, compare bundles against the Statistics Sheet, re-check figures, inspect Statistics Sheet, etc.)

IF MONEY THAT HAS BEEN PLACED INTO CANVAS DEPOSIT BAG CORRESPONDS TO THE FIGURES ON THE STATISTICS SHEET.

18. Place one set of deposit slips for the cash and checks into the canvas bag.
19. Seal the bag with a plastic seal.
20. Record the seal number upon the Statistics Sheet.
21. Prepare a receipt for the bank employee to sign.
 - a. Record name, shield number or Identification Card Number and date of birth upon the receipt if the cash being deposited exceeds the following:
 - \$350,000 - PCD Holding Account
 - \$100,000 - Brooklyn Holding Account
 - \$100,000 - Bronx Holding Account
 - \$100,000 - Queens Holding Account
 - \$100,000 - Manhattan Holding Account
 - \$10,000 - Staten Island Holding Account
22. Take the night deposit bag to the bank.
23. Have the bank employee accepting the deposit bag sign the receipt that was previously prepared in step number 21.
 - a. Give the bank employee the carbon copy of the receipt
 - b. Return the original signed copy of the receipt to the Property Clerk Division office
 - c. Affix the original receipt to the auction binder.
24. Make a **COMMAND LOG** entry of details of the money count and deposit.

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ADDITIONAL INFORMATION

The highest ranking member assigned is to have sufficient numbers of armed members of the service escort the bank deposit.



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POST AUCTION DUTIES **REVOKED**		
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THE DAY IMMEDIATELY FOLLOWING AN AUCTION:

PCD AUCTION COORDINATOR

1. Obtain certified copies of deposit slips from the bank, if slips are available.
2. Verify that the amount on the deposit slips corresponds to the total auction proceeds figures.
3. Make all necessary entries on the Auction Statistics Sheets.
4. Make a copy of the deposit slips
5. Forward deposit slips to Property Clerk Division Accounting Unit.
6. Prepare **AUCTION PROCEEDS CHECK REQUEST**.
7. Forward the **AUCTION PROCEEDS CHECK REQUEST** to the Accounting Unit.

UPON RECEIVING THE AUCTION PROCEEDS CHECK REQUEST:

PCD ACCOUNTING UNIT

8. Draw a check from the Property Clerk Division Holding Account for the total bid sale amount.
 - a. Make check payable to :
Police Department, City of New York
9. Prepare a **FEE TRANSMITTAL SHEET**
10. Forward the check and the **FEE TRANSMITTAL SHEET** to the Audits and Accounts Section.
 - a. Obtain receipt and copy of **FEE TRANSMITTAL SHEET**.
 - b. Make necessary entries in **ACCOUNTING LOG**.
 - c. File the receipt and the **FEE TRANSMITTAL SHEET** at the Accounting Unit.

PCD AUCTION COORDINATOR

11. Prepare an Auction Binder.
12. Place the following items in the Auction Binder:
 - A. **AUCTION STATISTICS SHEETS**
 - B. **ALL AUCTION SHEETS**
 - c. Bid sale, sales tax and taxable sale calculator tapes.
 - D. **CHANGE SHEET**
 - e. Photo copy of deposit slips
 - f. Photo copy of checks collected at the auction
 - g. Auctioneer's and bank's receipts
 - h. Withdrawal list
 - i. Money Count Statistics
13. Place Resale Certificates in Auction Folder
14. File Bidder Identification Cards by auction number.

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PROPERTY GUIDE

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SALES TAX PROCESSING		
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NO LATER THAN THE TENTH (10) DAY OF THE MONTH:

PCD AUCTION COORDINATOR

1. On **NEW YORK CITY DEPARTMENT OF FINANCE FORMS 1 AND 2**, enter auction sales tax figures for taxes collected the previous month
2. Include refund explanation information on the front and back of **FORMS 1 AND 2**, if appropriate.
3. Prepare a check request covering the net total sales tax collected for the month concerned.
4. Forward the check request and **FORMS 1 AND 2** to the PCD Accounting Unit.

UPON RECEIVING THE CHECK REQUEST AND ATTACHMENTS:

PCD ACCOUNTING UNIT

5. Verify figures against account ledgers.
6. Draw a check from the PCD Holding Account for the net total taxes collected made payable to:
NEW YORK CITY DEPARTMENT OF FINANCE
7. Prepare a **FEE TRANSMITTAL**.
8. Forward the check, **FEE TRANSMITTAL**, and **FORMS 1 AND 2** to the Audits and Accounts Section
9. Obtain an Audits and Accounts Section receipt number and appropriate copies of the **FEE TRANSMITTAL**.
10. Make necessary entries in ledgers.
11. Inform Auction Supervisor of the check number, Audits and Accounts Section receipt number, check amount, and date of check.

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PROPERTY GUIDE

Section: VEHICLE AUCTIONS		Procedure #: 607-7
AUCTION PROCEEDS CLAIM PROCESSING		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 3

PURPOSE

To process claims made by previous owners, estates and lien holders of auctioned vehicles for the proceeds derived from the auction, less the cost of conducting the sale (10%) storage and towing charges. To reimburse or make a refund to an auction purchaser, follow REQUEST FOR REIMBURSEMENT, Property Guide Section 500-18.

IF A PERSON PHONES, AND REQUESTS INFORMATION ABOUT HOW TO FILE A CLAIM FOR THE PROCEEDS FROM THE AUCTION SALE OF A VEHICLE:

AUTO POUND MEMBER

1. Explain the claim procedure based upon the facts found on the **AUCTION PROCEEDS CLAIM INFORMATION SHEET**.
2. If a purchaser of an auctioned vehicle phones, follow the **REQUEST FOR REIMBURSEMENT** procedure.

IF A PERSON WRITES AND ASKS FOR INFORMATION ABOUT HOW TO FILE A CLAIM FOR THE PROCEEDS FROM THE AUCTION SALE OF A VEHICLE:

3. Mail a copy of the **AUCTION PROCEEDS CLAIM INFORMATION SHEET** to the writer.

WHEN A CLAIMANT APPEARS IN PERSON AT THE AUTO POUND AND IT'S DETERMINED THAT THE PERSON'S VEHICLE WAS AUCTIONED:

4. Ascertain whether the vehicle was categorized as "Forfeiture" or under a non-forfeiture category.
5. If a claimant of an auctioned vehicle appears, follow the REQUEST FOR REIMBURSEMENT procedure.
6. If the vehicle was categorized as "Forfeiture": Follow the forfeiture processing procedure (**ACKNOWLEDGEMENT OF DEMAND**, F#, etc.)
7. In the caption "WHAT IS CLAIMED" on the **ACKNOWLEDGEMENT OF DEMAND** form, record "auction proceeds" and record the date of auction.

NOTE

If a forfeiture vehicle (vehicle originally invoiced as forfeiture or determined forfeited by the Legal Bureau) was auctioned and a claimant appears after the auction, the Legal Bureau must decide on the disposition of the auction proceeds. Such a case must be forwarded to the Legal Bureau for decision in the same way all other forfeiture cases are forwarded.

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IF THE VEHICLE WAS CATEGORIZED UNDER A NON-FORFEITURE CATEGORY:

AUTO POUND MEMBER

8. Inspect the identification and documents that the claimant presents.
9. Have the claimant prepare **PART A** of the **AUCTION PROCEEDS CLAIM FORM**.
10. Assist the claimant in the preparation of **PART A** of the **AUCTION PROCEEDS CLAIM FORM**, if necessary.
11. Prepare **PART B** of the **AUCTION PROCEEDS CLAIM FORM** (Claimant never prepares **PART B**)
12. In **Part B** of the **AUCTION PROCEEDS CLAIM FORM**, check only those captions where ORIGINAL documents were presented.

IF THE CLAIMANT PRESENTS NON-ORIGINAL DOCUMENTS:

13. Accept the non-original document but DO NOT check the ORIGINAL caption on **PART B** of the **AUCTION PROCEEDS CLAIM FORM** corresponding to the non-original document.
14. Have the claimant sign the **AUCTION PROCEEDS CLAIM FORM** in the space provided on **PART B**.
15. Make photocopies of both sides of all documents the claimant presented.
16. Return to the claimant documents the claimant presented.
17. Make a photocopy of the **AUCTION PROCEEDS CLAIM FORM**.
18. Give a copy of the **AUCTION PROCEEDS CLAIM FORM** to the claimant.
19. Inform the claimant that someone from the Police Department will contact him/her as soon as possible regarding this claim.

*If ownership documents and other claim forms are received by mail, fill in as many captions as possible on an **AUCTION PROCEEDS CLAIM FORM, PART A & B**. Under **REMARKS** on the **AUCTION PROCEEDS CLAIM FORM, PART B**, record "claim received by mail".*

20. Forward all paperwork to the PCD RECORDS CLERK, including all claim documents received by mail.

WHEN AUCTION PROCEEDS CLAIM FORM AND ATTACHMENTS ARE RECEIVED:

PCD RECORDS CLERK

21. Pull corresponding file documents (package) from the file.
22. Fill in applicable captions on an **AUCTION PROCEEDS CLAIM WORKSHEET**.

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PCD RECORDS CLERK

23. Fill in as many captions as possible on the **AUCTION PROCEEDS CLAIM WORKSHEET** if the auto pound file documents cannot be located.
24. Make photo copies of the following documents:
 - a. Original **AUCTION PROCEEDS CLAIM FORM**
 - b. Original **AUCTION PROCEEDS CLAIM WORKSHEET**
 - c. All storage facility file documents (package)
25. Attach the following to the auto pound file documents.
 - a. Photocopy of the **AUCTION PROCEEDS FORM**
 - b. Photocopy of the **AUCTION PROCEEDS CLAIM WORKSHEET**
26. Record the claim on the **INTAKE SHEET** by entering the date the claim was made, the words "*Auction Proceeds Claim Made*", and initial.
27. Forward the following documents to the Property Clerk Division office at the below address:
 - a. Original **AUCTION PROCEEDS CLAIM FORM**
 - b. Original **AUCTION PROCEEDS CLAIM WORKSHEET**
 - c. Photocopies of the documents the claimant submitted or originals received by mail, Photocopies of the auto pound file documents (package)

**PROPERTY CLERK DIVISION
AUCTION PROCEEDS CLAIMS
POLICE HEADQUARTERS
Room 208**

28. File the close-out documents.

UPON RECEIVING AUCTION PROCEEDS CLAIM PAPERWORK
FROM THE AUTO POUND:

PCD AUCTION COORDINATOR

29. Follow **PROPERTY GUIDE 607-8 CLAIM REIMBURSEMENT PROCEDURE**

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PROPERTY GUIDE

Section: VEHICLE AUCTIONS		Procedure #: 607-8
CLAIM REIMBURSEMENT PROCEDURE		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 1

PURPOSE

To reimburse a claimant for money that was previously forwarded to the Audits and Accounts Section.

PROCEDURE

UPON RECEIVING A REQUEST FOR REIMBURSEMENT OR AUCTION PROCEEDS CLAIM DOCUMENT:

PCD AUCTION COORDINATOR

1. Assign a computer generated claim number to the case.
2. If an Auction Proceeds Claim is involved and the payee/claimant is clearly defined by either documentation, the Commanding Officer Property Clerk Division, or the Legal Bureau:

- a. Prepare a cover letter, **RELEASE**, and **REQUEST FOR TAX IDENTIFICATION NUMBER**.
- b. Calculate the net available auction proceeds as follows:

Gross Auction Sale Amount	
Subtract	10% Cost of Auction
Subtract	Any PD/Ro-Tow Fees
Subtract	Auto Pound Storage Fees
Net Available Auction Proceeds	

- c. Mail the cover letter, **RELEASE**, and **REQUEST FOR TAX IDENTIFICATION NUMBER** to the claimant.

NOTE

*When a signed, notarized **RELEASE** and **REQUEST FOR TAX IDENTIFICATION NUMBER** is received at the Division Office, go to step 2.*

If the claim is rejected for any reason, prepare and mail a letter describing the rejection to the claimant and close the case.

PCD AUCTION COORDINATOR

3. Prepare and forward the original **REIMBURSEMENT REQUEST** to the Audits and Accounts Section and close the case.

NOTE

*Prepare a separate folder for each claim. Make copies of all documents forwarded and incorporate copies of all documents in related folders. Make required entries in the **CLAIM REIMBURSEMENT PROCEDURE DATABASE**.*

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES		Procedure #: 608-01
SEARCH PATTERNS FOR MISSING PROPERTY		
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PURPOSE

Upon becoming aware that a piece of property is not at its assigned storage location, the supervisor of the Property Clerk facility concerned will cause a preliminary search to be conducted immediately.

ASSIGNED MEMBER

1. Empty the entire contents of the storage bin concerned and search completely.
2. Mark the bin to indicate a search of the location has been conducted.
3. Maintain a record of the search to insure that a complete search is undertaken and to prevent covering the same area multiple times.
4. Search the shelf area where item is supposed to be located, then the shelves above, below, left and right of location.
5. If an arrest case, ask the arresting officer whether the property was ever removed to court, and if it was, had it been repackaged after return.
6. Conduct a regressive search via **PROPERTY AND EVIDENCE TRACKING SYSTEM** for correct number in prior years (e.g. 90M1234, 89M1234, 88M1234 etc.) to ascertain if property was erroneously placed in wrong location.
7. Transpose the digits of the storage number into various combinations (e.g. 90M1234, 90M1243, 90M4321, etc.) and search through **PROPERTY AND EVIDENCE TRACKING SYSTEM** as indicated above.
8. Inspect envelopes and packages closely while searching to verify that preprinted invoice numbers, precinct designations, and other factual markings are correctly recorded.

WHEN MISSING PROPERTY IS CLASSIFIED AS EVIDENCE, CONDUCT FURTHER INVESTIGATION:

9. Inspect, using **PROPERTY AND EVIDENCE TRACKING SYSTEM**, the **CHAIN OF CUSTODY REPORT** for the last date that property was removed to court and verify that it was returned.
10. Check with Pearson Place Warehouse to determine if missing property is stored there.
11. Direct inquiry to the Public Administrator, Lab, Medical Examiner's Office to find out if property was mistakenly sent to that locale.
12. Review the **EVIDENCE TO COURT BOOK** from the last out to court entry to the present date to see if the property was taken to court again, possibly by the District Attorney. Also make sure that the last court date entry contains the same numbers as the **PROPERTY CLERK INVOICE**.

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ASSIGNED MEMBER

13. Physically check all new property and property returned from court that came in on the date of the last verified court case to determine if missing property was placed on shelf with the new pieces received. Inspect new packages to see if missing property accidentally was placed in one of the packages.
14. Examine all **DELIVERY RECEIPT BOOKS** to determine if property was returned to a claimant. If property similar in type to missing property was returned at an earlier date, check to see if wrong item was delivered by mistake (*e.g. if 90M12345, a Nikon camera, was previously delivered, see if 90M12345, is still on shelf*). The missing (similar) item may have been delivered by mistake, check with claimant.
15. Determine status of case if evidence is required for court presentations, obtain an adjournment if necessary.

WHEN MISSING PROPERTY IS NOT CLASSIFIED AS EVIDENCE OR NEVER WENT TO COURT:

16. Inspect all envelopes or packages coming into the Property Clerk on the same date to ascertain if the correct preprinted number is on the envelope or package and that the correct property is physically present therein.

IF MISSING PROPERTY IS NOT LOCATED OR CANNOT BE ACCOUNTED FOR AFTER CONDUCTING SEARCH:

SUPERVISOR

17. Notify Commanding Officer, Property Clerk Division of the results of the preliminary investigation.

COMMANDING OFFICER

18. Direct the preparation of a **COMPLAINT REPORT (PD313-152)** for the missing property and notify Internal Affairs Bureau.

NOTE

If missing item is a gun or narcotic, notification to parent command through Property Clerk Commanding Officer should be made within three hours of discovering gun or narcotic was missing or before the close of office concerned. Notifications will be made regardless of whether the preliminary search has been completed.

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NOTE

*There have been instances when a Property Clerk facility is unable to locate property for delivery to a complainant. In those cases where a claimant's demand cannot be met, the claimant has a right to make a claim against the city. In addition to the notifications to the Commanding Officer, Property Clerk Division and Internal Affairs Bureau, prepare **NOTICE OF CLAIM** (Misc 1747). Request signature of complainant and give white copy to complainant. Make an entry that **NOTICE OF CLAIM** (Misc 1747) was given to complainant. Forward buff copy of **NOTICE OF CLAIM** (Misc 1747) to Inspection Unit of the Property Clerk Division.*

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-02

HANDLING OF BLOOD STAINED CURRENCY

DATE ISSUED:

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PURPOSE

Occasionally evidence currency which is stained with blood will be invoiced. This type of currency should not be stamped with the "EVIDENCE" stamp by precinct personnel. Accordingly, this type of currency will not be perforated upon intake at a Borough Office. Invoicing officers are to list the contaminated bills by serial number and enclose the soiled currency in a pre-numbered plastic **SECURITY ENVELOPE**.

INTAKE CLERK

1. Upon intake at a Borough Office, the evidence will be accepted in the sealed envelope. It is not necessary to open the envelope to inventory its contents at this time.
2. Insure that the **SECURITY ENVELOPE** is clearly marked "MUTILATED CURRENCY - CONTAINS STAINED CURRENCY - USE CARE IN HANDLING".
3. Affix date stamp, name stamp, and initials to the **PROPERTY CLERK COPY OF INVOICE**.
4. Have delivering member sign his name in the appropriate space on the **PROPERTY CLERK INVOICE**.
5. Indicate the total amount of cash (if the contents can be readily determined by visual inspection) on upper portion of invoice, and circle amount.
6. Perform intake function on **PROPERTY AND EVIDENCE TRACKING SYSTEM**. A **BOROUGH STORAGE #** will be assigned by **PROPERTY AND EVIDENCE TRACKING SYSTEM** upon performing the "PUTAWAY" function in **PETS**. Affix rubber stamp with the word "CASH" to the top copies of **INVOICE**.
7. In the event the cash cannot be verified by visual inspection, write the phrase "UNABLE TO VERIFY" on all copies of the **INVOICE**.

NOTE

The currency will be stored in the cash safe in all cases.

INTAKE CLERK

8. Mark envelope with **BOROUGH STORAGE #**, Precinct, pre-printed **INVOICE #** and amount of cash (if known) and storage location.
9. Verify and compare for accuracy entries on **PROPERTY TRANSFER RECEIPT (PD 521-145)**. Sign form and obtain signature thereon of member making delivery.
10. Deliver package to Safe Clerk with **THREE (3) COPIES OF INVOICE**. Inform Safe Clerk that currency is blood stained and care should be used when handling this material.

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SAFE CLERK

11. Safe Clerk will enter **STORAGE #** and total amount of currency (if known) in **SAFE LOG**.
12. Deliver **INVENTORY COPY OF INVOICE** to accountant for inclusion in that day's work. **DELIVER PROPERTY CLERK FILE COPY** and **PROPERTY CLERK WORK** of all cash invoices to File Clerk for proper breakdown, listing in cross reference book, and filing.

FILE CLERK

13. Breakdown all invoices, make entry in cross reference index book, and file **PROPERTY TRANSFER REPORTS** and **INVOICES**.

ADDITIONAL DATA

*If the contents cannot be readily determined by visual inspection, then no dollar value will be assigned to this **INVOICE** at this time. That determination will be made when the evidence becomes available for disposal. Upon disposal (RTO or delivery to FRB), the exact amount of currency will be resolved.*

Assuming that the currency has not been stamped, the bills can be returned to the authorized claimant upon submission of the necessary documentation (proper ID and DA Release). The currency itself shall be returned to the claimant rather than issuing a check drawn on the holding account.

Had the bills been inadvertently stamped or no claimant makes a request for the return of this evidence, then the bills must be deposited into the Federal Reserve Bank. The bills will be commingled and enclosed in the authorized cash bags with other mutilated (stamped and perforated) cash slated for transfer to the Federal Reserve. Had no dollar amount been assigned on intake, then it will be necessary to re-invoice the currency upon disposal when an accurate dollar amount can be determined.

CAUTION

Members are advised to use caution when opening the security envelope and counting the contents. It is suggested that members avail themselves of rubber gloves and thoroughly wash their hands after such contact.

RELATED PROCEDURES

PATROL GUIDE SECTION 218-35
PATROL GUIDE SECTION 218-36



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-03

COUNTERFEIT OR ALTERED CURRENCY

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PROCEDURE

Upon receipt of counterfeit money or currency altered to falsely indicate a higher value:

WINDOW CLERK

1. Notify Office Supervisor, and in addition to required steps outlined in **P.G. 212-47**, follow the below.
2. Do not accept as money, invoice as **GENERAL PROPERTY** in **PROPERTY AND EVIDENCE TRACKING SYSTEM** and store in the safe.
3. Make appropriate adjustments to invoice and have delivering officer and Office Supervisor acknowledge by signatures and name stamps,
4. Notify the Department of the Treasury U.S. Secret Service at the JFK resident office by phone (718) 840-1325 or (718) 553-0911.
5. Enter notification in **TELEPHONE MESSAGE BOOK**

SAFE CLERK

6. If a window clerk accepted counterfeit or altered currency as authentic:
 - a. Notify Office Supervisor
 - b. Make appropriate adjustments to invoice and have Office Supervisor acknowledge this change.
 - c. Notify the invoicing command that delivered the **INVOICE** informing them of the change.
7. Call Department of Treasury when counterfeit or altered currency is no longer required to be held.
8. This is a public delivery and it is not necessary to photocopy the agent's identification card. The agent's shield number and I.D. card number should be included on the receipt and a business card can be attached to the closeout papers. The Secret Service agent will be required to produce a letterhead from their agency authorizing the pickup. The practice of sending lists of authorized personnel is suspended as the personnel involved change too quickly.

*Altered (Raised) currency which has been accepted as U.S. currency and entered in the **ACCOUNTANT'S CASH RECEIPTS BOOK** will continue to be treated as cash. Deposit into the Holding Account for transfer to Police Department, City of New York.*

COUNTERFEIT CURRENCY RECORDED IN ACCOUNTANT'S CASH RECEIPTS BOOK AND DISCOVERED AT TIME OF TRANSFER (NO CHECK ISSUED)

9. Notify supervisor
10. Notify Accounting Unit Accountant

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SAFE CLERK

11. Call the Treasury Department
12. Deliver the counterfeit bill to the Treasury agent and obtain a receipt.
13. Indicate a partial delivery to **INVOICE** and prepare **DELIVERY CARD (PD542-102)** for Safe Clerk
14. Note delivery in **SAFE LOG**.
15. Give **DELIVERY CARD** to Accountant who will:
 - a. Enter this delivery in **CASH RECEIPTS BOOK**.
 - b. Forward **INVENTORY CARD** with current day's work.
 - c. Ensure that an adjustment is made on **ACCOUNTANT'S MONTHLY STATEMENT**.

DISCOVERED AT TIME OF TRANSFER (AFTER CHECK HAS BEEN ISSUED)

16. Notify supervisor

ACCOUNTANT

17. Accountant will process Stop payment on check immediately.
18. If check was already cashed, supervisor will prepare and send a letter by certified mail to the payee, explaining the facts and requesting reimbursement.
19. Forward a copy of this letter to Inventory Unit Accountant for possible future processing.
20. If a check is received from the payee for the counterfeit bill, invoice this check and deposit into holding account. The **INVOICE** will be prepared as a NON-ADD BANK ITEM and will be cross referenced to the **ORIGINAL INVOICE**.



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MUTILATED CURRENCY

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PURPOSE

Where there is doubt as to the value of currency due to it being torn, burned, or mutilated:

WINDOW CLERK

1. Notify office supervisor and refer to P.G. 218-35.
2. If necessary, “*REJECT*” via **PETS** where invoicing command will decide appropriate action i.e. void, etc.
3. Do not accept as money, have invoiced as **GENERAL PROPERTY** and store in safe.
4. Make duplicate copy of **INVOICE** and place in Mutilated Currency Come-Up file. File **PROPERTY CLERK WORK COPY OF INVOICE** in open file, if not in PETS.

SAFE CLERK

5. If the window clerk accepts doubtful currency, request the supervisor determine its validity. If the supervisor decides the currency is suspicious:
 - a. Make appropriate adjustments to invoice and have office supervisor acknowledge by signature.
 - b. Make a telephone message to the command that delivered the invoice informing them of the changes.
 - c. Make a duplicate copy of **INVOICE** and place in Mutilated Currency Come-Up File.

SUPERVISOR OR ASSIGNED CLERK

6. When a substantial amount of mutilated currency is accumulated and is no longer required to be held:
 - a. Torn and mutilated U.S. Currency that have the full face of the Presidential Portrait will be accepted by the Federal Reserve Bank at full value.
 - b. Bills that have less than the full face will be sent to the Department of the Treasury.
 - c. Prepare a report on official letterhead addressed to:

**Department of the Treasury
Bureau of Engraving and Printing
Office of Currency Standards
P.O. Box 37048
Washington, D.C. 20013**

- d. Request a refund for mutilated currency
- e. List invoice numbers, serial numbers and denomination of each bill.
- f. Forward letter and mutilated currency by certified mail. Return receipt requested

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SUPERVISOR OR ASSIGNED CLERK

7. Place copy of the letter in the Mutilated Currency Come-Up File attached to copies of the listed invoices.
8. When a letter of response is received from Department of Treasury attach a copy to each of the **PROPERTY CLERK WORK COPY OF INVOICE** making appropriate notations regarding disposition.
9. Attach an additional copy of the response letter to the copies of the listed invoices in the Mutilated Currency Come-Up File. Retain these copies for an additional year for reference.
10. Prepare a new **INVOICE** if a check is received from the Department of Treasury in exchange for the mutilated currency.
11. Cross reference to the old invoices and close the old invoice.
12. Deliver the check and invoices to the Safe Clerk for deposit into Police Department, City of New York.
13. If the Treasury Department declines reimbursement, letter will be attached to **PROPERTY CLERK WORK COPY OF INVOICE**. The invoices will then be closed and filed.



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FOOD STAMPS ** REVOKED **		
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WHEN INVOICES CONTAINING FOOD STAMPS ARE CLEARED FOR DISPOSAL:

WINDOW CLERK

1. Verify description of food stamps with information on **INVOICE**.
2. Mark each food stamp with "VOID" stamp.
3. Make notation on **INVOICE** copies that food stamps were marked void. Name stamp and initial entry.
4. Dispose of void food stamps immediately.
 - a. When void food stamps are no longer required to be held by this Department, prepare a **PROPERTY TRANSFER REPORT** addressed to:

Food and Nutrition Service
Sec 4R Department of Agriculture
252 - 7th Ave
New York, N.Y. 10001

- b. Attached and forward the void food stamps.
- c. Forward a self addressed return receipt.

NOTE

Properly identified claimants of void food stamps will be given a receipt, on Department Letterhead, containing invoice number, number and value of food stamp. Claimants will present this receipt to the Department of Agriculture when requesting replacement of void stamps.

5. Attach receipt to **PROPERTY CLERK INVOICE** and make appropriate entry regarding disposition.

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Section: SPECIAL PROCEDURES

Procedure #: **608-06**

CREDIT CARDS

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WHEN A CREDIT CARD IS REMOVED FROM A SECURITY ENVELOPE FOR DELIVERY TO A CLAIMANT:

WINDOW CLERK

NOTE

1. Verify Credit Card description with information on **INVOICE**.

No credit card will be cut in half prior to delivery to an authorized claimant.

2. All unclaimed credit cards shall be disposed of as per regular destruction procedures.

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Section: SPECIAL PROCEDURES

Procedure #: **608-07**

OTHER FINANCIAL INSTRUMENTS

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PURPOSE

TO PROVIDE GUIDELINES IN HANDLING PROPERTY DESCRIBED AS INSTRUMENTS IN SECTION 251 OF THE PERSONAL PROPERTY LAW.

NOTE

Common instruments:

a. Travelers checks	These instruments will <u>NEVER</u> be returned to finder
b. Money Orders	
c. Treasury Checks	
d. Savings Bonds	
e. Stock Certificate	
f. Corporate Bonds	
g. Personal Checks	
h. Bearer Bond	These <u>will be</u> returned to finder after applying time conditions of Found Property Law.
i. Coupon Bond	
j. Negotiable Check (payable to cash or and regulations negotiable instrument)	

INTAKE AND STORAGE PROCEDURES.

WINDOW CLERK

1. Check for completeness and accuracy of **INVOICE** and package according to standard intake procedures.
2. Mark, all items as stored in safe with the exception of "Item G" - store in general storage area.

SAFE CLERK

3. Follow normal procedures except in the case of negotiable items, notify supervisor.

DISPOSAL PROCEDURE

WHEN NO LONGER REQUIRED TO BE HELD BY PROPERTY CLERK:

SUPERVISOR'S DESIGNEE

Travelers Check - Money Orders:

4. Stamp each with Borough Office Void stamp. (If these instruments are part of narcotics forfeiture, do not mark with "VOID" stamp but consult with Commanding Officer, Property Clerk Division).
5. Mail to Issuing Agency with return receipt.

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SUPERVISOR'S DESIGNEE

Treasury Checks - Forgery Operations

6. Make arrangements for pick-up by contacting the U.S. Treasury at:
**14th Street and C Street S/W
Washington, DC 20228**

Stock Certificates - Corporate Bonds - U.S. Savings Bonds

7. If unable to return to True Owner, Property Clerk must hold for a period of 6 years.
8. Use found property come-up file clearly marking **INVOICE** copy - Hold 6 years from intake date.
9. After 6 years period make arrangements to turn over to State Comptroller's Office

Personal Checks:

10. In cases of non-canceled checks payable to an individual, have supervisor make determination as to disposal.

Bearer Bonds-Coupon Bonds-Instrument Payable to Cash

11. Although these are Instruments, they fall into the category of Property and will be returned to finders upon completion of appropriate time periods.
12. If not claimed by finders, dispose by deposit with the Police Department, City of New York.

EXCEPTIONS

Regardless of whether documents are classified as lost property or instruments, if they are found upon the enclosed safe deposit premises of a safe deposit company or safe deposit department of a bank, they shall be returned to the company or bank six months after they are deposited with the Property Clerk. The company or bank shall subsequently dispose of the items.

COUNTERFEIT

All counterfeit U.S. Treasury issues such as Bearer Bonds, Treasury Checks, U.S. Savings Bonds, etc. will be forwarded to the special agent in charge, U.S. Secret Service as Patrol Guide Section 116-37.

RELATED PROCEDURES

**PATROL GUIDE SECTION 218-38
PERSONAL PROPERTY LAW, SECTION 253
ADMINISTRATIVE CODE, SECTION 14-140
ADMINISTRATIVE CODE, SECTION 10-106**



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Section: SPECIAL PROCEDURES

Procedure #: **608-08**

PROCESSING CIVIL ACTIONS

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PURPOSE

To account for Civil Action cases served on the Property Clerk; to provide the Legal Division with all available information necessary to successfully defend the legal action and to follow up on progress of these cases.

NOTE

All civil actions will be served and processed at the Property Clerk Division Office.

WHEN LEGAL PAPERS RELATING TO A CIVIL ACTION AGAINST THE PROPERTY CLERK DIVISION ARE SERVED:

DIVISION INTAKE CLERK

1. Accept service of legal papers and indicate date and time on all copies.
2. Review and determine
 - a. Type of action (Show Cause - Summons & Complaint, etc.)
 - b. Invoice or Storage Numbers.
 - c. Return date and court.
3. Assign next serial number and make entries in **CIVIL ACTION INCOMING RECORD BOOK**.
4. Complete entries in **CIVIL ACTION LOG BOOK**.
5. Notify Storage Facility supervisor concerned and direct:
 - a. Original **WHITE BINDER INVOICE** and **WORK COPY INVOICE** be stamped on face "Civil Action" and indicate on all papers the serial number assigned.
 - b. **WORK COPY OF INVOICE** and all attached papers be duplicated in three (3) copies (include reverse side).
 - c. That three copies of the invoice and attachments be forwarded to the Division Office.
6. Prepare two (2) copies of legal papers served.
7. Prepare file folder indicating plaintiff's last name, first name and serial number assigned.
8. Retain file folder with copies of the legal papers, pending delivery of papers requested from the storage facility.

UPON RECEIVING NOTIFICATION FROM DIVISION OFFICE THAT CIVIL ACTION HAS BEEN SERVED.

STORAGE FACILITY SUPERVISOR

9. Stamp original **WHITE BINDER COPY** and **WORK COPY OF INVOICE** with Civil Action stamp.
10. Indicate on invoice copies:
 - a. Serial number supplied by Division
 - b. Date and time information received.
 - c. Name of person making notification.

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STORAGE FACILITY SUPERVISOR

11. Make 3 copies of **WORK COPY OF INVOICE** and all attachments (face and rear).
12. If invoice is open, verify that property is still in storage.
13. If property stored at another location, notify such storage facility to mark **INVOICE** copy "*Civil Action*".
14. Return yellow copy and attachments to file.
15. Fax copy to Division Office and forward three (3) copies of invoice and attachments to the Division Office in next Division mail or as directed.
16. Report inquiries concerning invoices stamped "*Civil Action*" to the Division Office without delay.
17. All Court orders or other request for return of property under Civil Action will be directed to the Property Clerk Division for service.

UPON RECEIPT OF PAPERS FROM STORAGE FACILITY

DIVISION INTAKE CLERK

18. Prepare 3 copies of **PROPERTY TRANSFER REPORT**.
19. Place one copy of all papers in file folder and forward two (2) copies of all papers to Legal Bureau.

NOTE

*If the invoice, storage number, or the subject of the civil action cannot be ascertained, two copies of the legal papers and **PROPERTY TRANSFER REPORTS** will be forwarded to the Legal Bureau for preparation of appropriate court response.*

20. Maintain a numerical file of open and closed cases.
21. Follow up on cases forwarded to determine Legal Bureau serial number and enter in appropriate section **INCOMING RECORD BOOK**.

UPON RECEIPT OF FINAL DISPOSITION FROM LEGAL BUREAU

COMMANDING OFFICER, PCD DESIGNEE

22. Notify storage facility supervisor, in writing, of the proper disposition of the property.
23. Direct supervisor to attach authority for disposition to the **WORK COPY OF INVOICE**.
24. Direct the closing of records pertaining to Civil Action.
25. File all papers in case folder and mark "*Closed*".

STORAGE FACILITY SUPERVISOR

26. Dispose of property as authorized.
27. Indicate disposition on **INVOICE** copies.
28. Attach authorization to **FILE COPY**.
29. Consult with Commanding Officer, Property Clerk Division or designee if doubt exists.

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NOTE

No property will be delivered without written authorization from the Commanding Officer, Property Clerk Division or his designee.

ADDITIONAL DATA

Persons attempting to serve civil actions at a storage facility shall be directed to the Division Office. If this is not possible, the civil action shall be accepted and a notification made to the Division Office for assignment of a serial number. All legal papers and 3 copies of **INVOICE** and attachments will be forwarded to the Division Office for processing as above.

If additional documents (District Attorney's Release, demands, etc.) are received at a storage facility concerning property that is the subject of legal proceedings, three copies will be made, entering the serial number thereon, and forwarded to the Division Office.

When additional documents are received at the Division Office, one copy will be placed in the file folder with a copy of a **PROPERTY TRANSFER REPORT** and two copies will be forwarded with two **PROPERTY TRANSFER REPORTS** bearing the Property Clerk and Legal Bureau serial numbers to the Legal Bureau.

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PROPERTY GUIDE

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PROCESSING TAX LIENS, LEVIES, WARRANTS		
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PURPOSE

To account for and record the service of a Federal, State or City Tax Lien, Levy, Warrant, etc., against property in the custody of the Property Clerk.

DEFINITION

A Tax Lien, Warrant, Levy, etc. is an official document issued by U.S. Internal Revenue Service, New York State Tax Department or the City of New York giving notice that there is a claim against the property of a taxpayer whose property is in custody of the Property Clerk.(Here-in-after referred to as a Tax Lien).

NOTE

All tax liens will be served at the Division Office.

WHEN A TAX LIEN IS SERVED FOR PROPERTY IN CUSTODY OF THE PROPERTY CLERK:

SERVICE AT DIVISION OFFICE

DIVISION INTAKE CLERK

1. Accept service of Tax Lien and indicate date and time on all copies.
2. Review and determine:
 - a. **INVOICE** or **Storage Numbers**.
3. Notify Storage Facility supervisor concerned to determine if property is still in custody and direct:
 - a. Original white binder invoice and **WORK COPY OF THE INVOICE** be stamped on face "TAX LIEN" or, that an entry be made in the "**REMARKS**" section using the **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
 - b. **WORK COPY OF THE INVOICE** and all attachments to be duplicated included reverse side, or, upload documents into Invoice via **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
 - c. The forwarding of copies to Division Office
4. Notify storage facility supervisor that the Tax Lien will be forwarded for attachment to yellow invoice.
5. Enter invoice and storage numbers on Tax Lien.
6. Complete entries in **TAX LIEN LOG BOOK**.
7. Duplicate copy of Tax Lien.
 - a. Forward original to storage facility supervisor and request notification upon receipt.
 - b. File duplicate.

UPON RECEIPT OF NOTIFICATION FROM DIVISION OFFICE THAT A TAX LIEN HAS BEEN SERVED, ASSIGN A MEMBER TO:

STORAGE FACILITY SUPERVISOR

8. Stamp original copy and **WORK COPY** with "Tax Lien" stamp.

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STORAGE FACILITY SUPERVISOR

9. Indicate on **INVOICE** copies:
 - a. Date and time notification received.
 - b. Name of person making notification.
10. Verify that property is still in storage, if not, notify Division Office.
11. Duplicate invoice and all attachments (face and reverse side).
12. If property stored at another location, notify such storage facility to mark **INVOICE** copy "TAX LIEN".
13. Determine the status of the case:
 - a. Property ready for disposal
 - b. Further requirements needed for disposal such as District Attorney's Release, Officer's Statement, Court Order, etc.
14. Return **WORK COPY OF THE INVOICE** and attachments to file.
15. Fax duplicated copy of **INVOICE** and attachments to Division Office without delay and forward duplicate copies in next Division mail.
16. Upon receipt of Tax Lien, attach to **WORK COPY OF THE INVOICE** and notify Division Office.
17. Make effort to clear the case by obtaining District Attorney's release, Officer's Statement, etc.
 - a. Enter on **INVOICE** steps taken and results.
 - b. Indicate persons contacted, date, time and reasons given.
18. Notify Division Office, in writing, of all actions taken.
19. Report inquiries concerning invoices stamped "TAX LIEN" to the Division Office, without delay.
20. Comply with written directions by the Commanding Officer, Property Clerk Division or his designee upon final disposition.

ADDITIONAL DATA

If additional documents (i.e.: District Attorney's Release, demand, etc.) are received at a storage facility concerning property that is the subject of a tax lien, one copy will be made, identifying the tax-payer, forwarded to the Division Office.

UPON RECEIPT OF DUPLICATE COPY OF INVOICE AND ATTACHMENTS FROM STORAGE FACILITY.

DIVISION INTAKE CLERK

21. Review Tax Lien and determine:
 - a. That **INVOICE** copies have been stamped and marked.
 - b. Additional information needed.
22. Attach all papers to copy of lien and file.
23. Maintain alphabetical file of open and closed cases.
24. Notify the Tax Agency concerned:
 - a. Discrepancies noted as to identify of taxpayer, property, other claims, etc.
 - b. Property available for disposition.

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DIVISION INTAKE CLERK

25. Record and file further information received.

COMMANDING OFFICER, PCD DESIGNEE

26. Notify storage facility supervisor, in writing, of the proper disposition of the property.

27. Direct supervisor to attach authority for disposition to the **WORK COPY OF THE INVOICE**

28. Direct the closing of records pertaining to the tax liens.

STORAGE FACILITY SUPERVISOR

29. Dispose of the property as authorized.

30. Indicate disposition on **INVOICE** copies.

31. File authorization with the **WORK COPY OF THE INVOICE**.

32. Consult with Commanding Officer, Property Clerk Division or his designee on matter where doubt exists.

NOTE

No property will be delivered without written authorization from the Commanding Officer, Property Clerk Division or his designee.

SERVED AT PROPERTY STORAGE FACILITY

Persons attempting to serve a Tax Lien at a storage facility shall be directed to the Division Office. If this is not possible:

STORAGE FACILITY SUPERVISOR

33. Accept service of Tax Lien and indicated date and time on all copies.

34. Determine if property is still in custody.

35. Notify Division Office and provide information as needed by Intake Clerk above.

36. Stamp original **WHITE COPY OF THE INVOICE** and **WORK COPY OF THE INVOICE** with "TAX LIEN" stamp.

37. Duplicate yellow invoice, attachments and Tax Lien and forward to the Property Clerk Division Office.

38. File original Tax Lien with **WORK COPY OF THE INVOICE**.

39. Follow applicable procedures as outlined above as if notified by Division Office.

INTAKE CLERK

40. When notified by storage facility of Tax Lien service

a. Complete entries in **TAX LIEN LOG BOOK**

41. Follow applicable procedures as outlined above as if received by Division Office.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-10**

FORFEITURE PROCEEDINGS

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PURPOSE

The purpose of this procedure is to properly process requests for forfeiture applications. Whenever a person wishes to make a demand for any property connected with an arrest, the demand will be taken and forwarded to the Legal Bureau as per the below procedure. Should the claimant be time barred as per the **McClendon vs. Rosetti** decision that determination will be made by the Legal Bureau.

PROCEDURE

When a claimant is present at or corresponds with any the Property Clerk facility, and demands the return of property which may be the subject of forfeiture proceedings as per the New York State Penal Law and Patrol Guide, the following procedure will be complied with:

WINDOW CLERK

1. When a demand is made for property or money which might be the subject of forfeiture proceedings the following procedure will be followed:
 - a. Obtain identification, court release papers, title, registration or any other relevant papers from claimant.
 - b. Have claimant prepare **ACKNOWLEDGEMENT OF DEMAND FORM (PD 521-013)**.
 - c. Immediately call the Division Office with pertinent information from the acknowledgement form and obtain an "F" number (Auto Pound has pre-assigned F #'s available on computer).
 - d. Note "F" number on acknowledgment form.
 - e. Have claimant sign acknowledgement of demand form in space provided and give claimant a copy.
 - f. Fax copies of the **PROPERTY CLERK INVOICE WORK COPY**, all related vouchers and all attachments and **ACKNOWLEDGEMENT OF DEMAND FORM** to the Division Office if not in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
 - g. Property Clerk personnel processing a demand will sign the **ACKNOWLEDGEMENT OF DEMAND FORM (PD 521-013)** in appropriate space and include date and time received on this signature line.

DIVISION OFFICE FORFEITURE CLERK

2. Upon receipt of phone call from Borough Office, assign an F (Forfeiture) number.
3. Upon receipt of the faxed copies of forfeiture forms, make copies of forms and attach cover letter and deliver to Legal Bureau Office. File original copy and enter information into forfeiture database.

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IF A REQUEST FOR LEGAL OPINION IS NEEDED AND THE CASE DOES NOT INVOLVE FORFEITURE:

MEMBER CONCERNED

4. Confer with the Property Clerk Division, if necessary.
5. Prepare a **TYPED LETTERHEAD** (UF49) addressed to the Commanding Officer, Property Clerk Division that describes all details of the case.
6. Forward the original **TYPED LETTERHEAD** along with all copies of all related documents to the Property Clerk Division, Administrative Section.
7. Attach a copy of the **TYPED LETTERHEAD** to the **PROPERTY CLERK INVOICE**
8. Place the **PROPERTY CLERK INVOICE** and related documents in open file.
9. Dispose of the money, vehicle, or property when directed by the Property Clerk Division Office.

Do not issue an "F" number to such a case.

NOTE

*In order to make the process of initiating forfeiture procedures more cost effective, only those cases in which the demand is for \$1,000.00 or more in currency will be forwarded to the Legal Bureau for forfeiture action. In all apparent forfeiture cases for currency under \$1,000.00, the money may be returned to a properly identified owner when he presents a **DISTRICT ATTORNEY'S RELEASE** within the required time limit.*

ADDITIONAL DATA

The fact that invoiced property has not yet been forwarded to a Property Clerk facility does not relieve Property Clerk personnel from their responsibility to accept a demand for return of property. If property is still in possession of the invoicing command, telephone that command and have a copy of the invoiced faxed. Process the demand based on the facsimile (there will be no storage number – Auto Pound will use 00C00000). Copy of demand will be forwarded as per above procedure and original demand will be attached and cross-referenced to **INVOICE** when property does arrive at PCD facility.

RELATED PROCEDURES

PATROL GUIDE SECTION 218-38
PATROL GUIDE SECTION 208-26
REVISED McCLENDON VS. ROSETTI MAY 12, 1993



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-11**

FORFEITURE CASE INITIATED BY DISTRICT ATTORNEY

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PURPOSE

Since the department does not contest a forfeiture initiated by the District Attorney Office, the Property Clerk Division will handle these matters without forwarding the paperwork to the Legal Bureau.

The District Attorney's Office forwards three types of documents in these cases:

- a. **ORDER OF ATTACHMENT** (restraining order) is intended to notify the Property Clerk not to release subject property until ordered by the court.
- b. **ASSIGNMENT OR COURT MINUTES** - notifies the Legal Bureau that the defendant has assigned or waived his rights to subject property. Upon receipt of this document, subject property should be released to the District Attorney's Office concerned, upon Legal Bureau and Property Clerk Division Endorsements.

PROCEDURE

UPON RECEIPT OF DOCUMENTS FROM THE DISTRICT ATTORNEY'S OFFICE:

DIVISION OFFICE MEMBER

1. Enter required information in the **D.A. FORFEITURE LOG**.
2. Assign a control number to the case.
3. If served document is an order of attachment restraining order, notify borough office concerned not to release property until authorization is received.
4. If served document is an assignment or copy of court minutes, notify borough office concerned to release specific property to the District Attorney's Office concerned.

BOROUGH OFFICE MEMBER

5. Refer District Attorney's Office to the Asset Forfeiture Unit.
6. Note request on **1ST WHITE COPY** and **WORK COPY OF THE PROPERTY CLERK INVOICE** or enter in "REMARKS" using **PROPERTY AND EVIDENCE TRACKING SYSTEM**

NOTE

*Borough Offices will be notified utilizing the attached form letter. It is not necessary to forward copies of all aforementioned documents.
Open and closed District Attorney Cases will be filed in front of regular forfeiture cases by year.*

POLICE DEPARTMENT
CITY OF NEW YORK

Control No: _____

Date: _____

FROM: COMMANDING OFFICER, PROPERTY CLERK DIVISION

TO: SUPERVISOR, _____

SUBJECT: **DISTRICT ATTORNEY FORFEITURE CASE**

() A restraining order/Order of attachment has been served by the District Attorney on the below listed property. Make appropriate entries on invoices concerned and forward copies to the Division Office. Do not release property.

() Property specified below should be released to the District Attorney's Office since necessary assignments/releases have been served on the Division Office.

Invoice No.	Description of Property
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Deputy Inspector



PROPERTY GUIDE

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PRISONER'S CORRESPONDENCE		
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UPON RECEIPT OF ALL PRISONER'S CORRESPONDENCE AT A
PROPERTY CLERK FACILITY:

PROCEDURE

1. Correspondence received at Division Office will be assigned a communication number and forwarded to Borough Office concerned.
2. Correspondence mailed directly to a Borough Office will get a communication number assigned and copies forwarded to Division Office.
3. The Borough Office is responsible for preparing an answer to the prisoner's inquiry and forwarding same to Division Office for review and mailing.

NOTE

In the body of the response, have member refer to original communication number for all future correspondence.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-13**

RESPONSE TO ALARMS AT PROPERTY CLERK FACILITIES

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1 of 2

PURPOSE

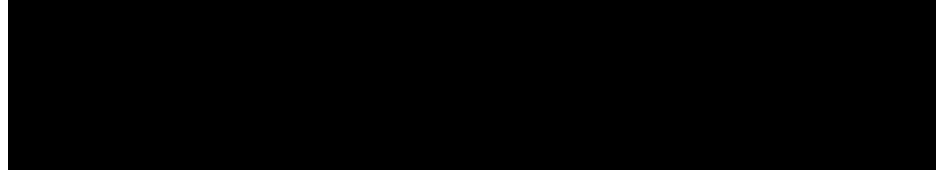
To properly investigate alarm conditions at Property Clerk Facility.

PROCEDURE

IF THE FACILITY IS OPEN

S.R.T. MEMBER

1.



PCD FACILITY
SUPERVISOR

2.

IF THE FACILITY IS CLOSED

S.R.T.
SUPERVISOR

3.

4.

5.

S.R.T. MEMBER

6.

AUTO POUND
SUPERVISOR

7.

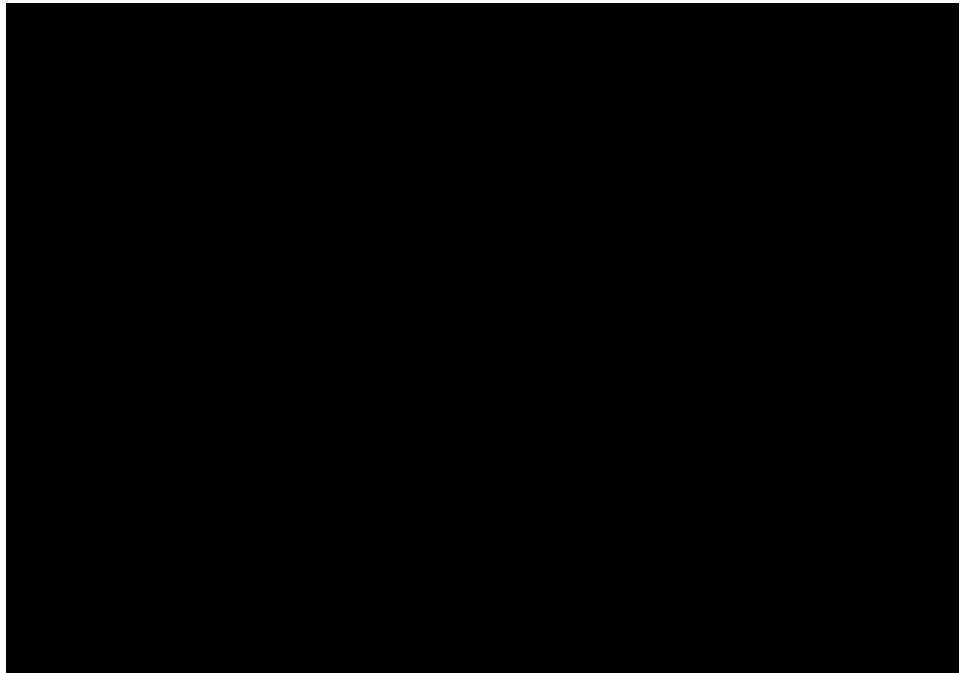
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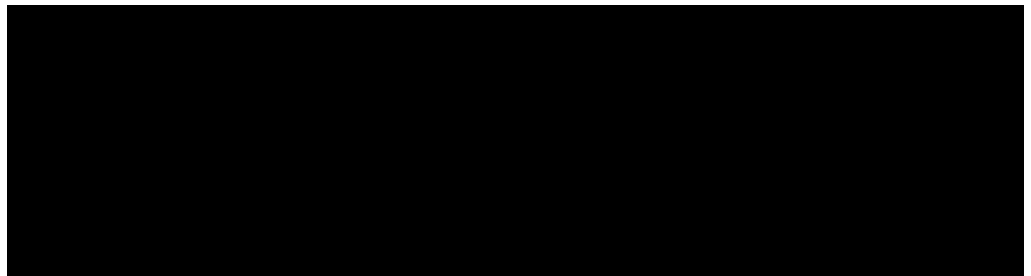
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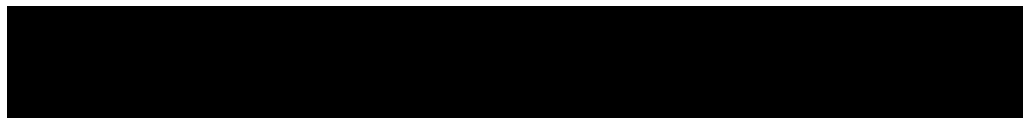
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NOTE

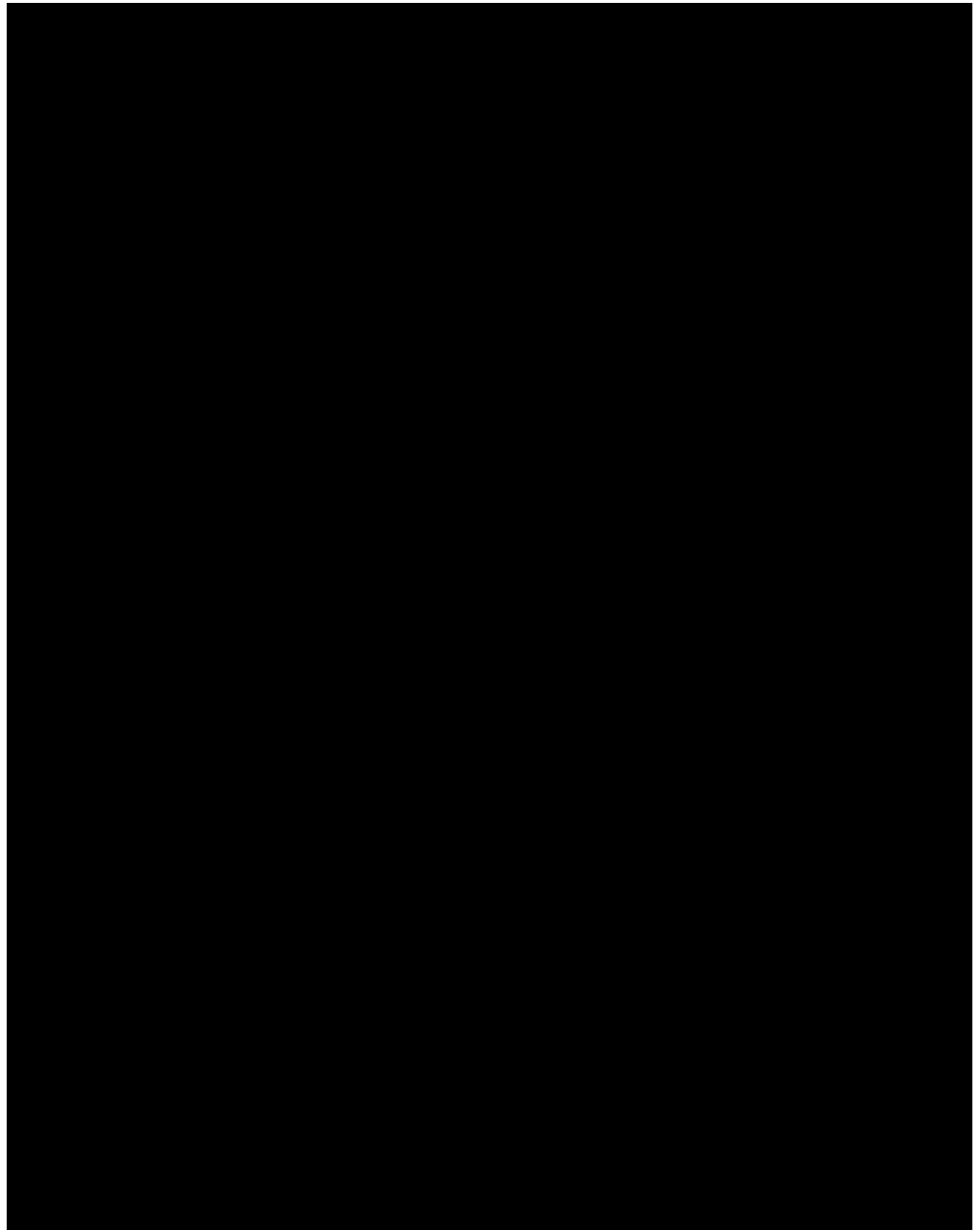


TECHNICAL INFORMATION



PROPERTY GUIDE

Section: SPECIAL PROCEDURES		Procedure #: 608-13	
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**RELATED
PROCEDURES**

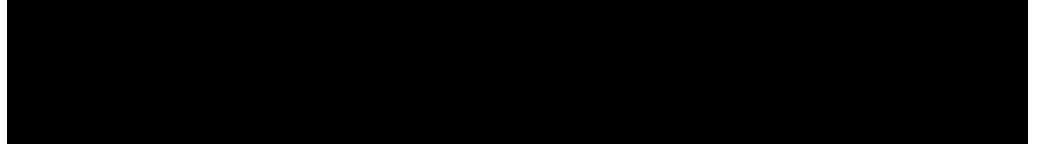
PROPERTY GUIDE SECTION 608-14



PROPERTY GUIDE

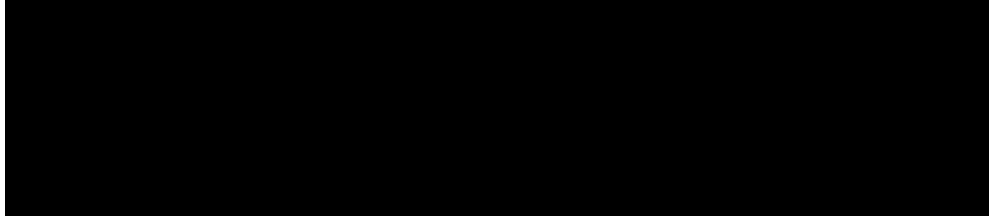
Section: SPECIAL PROCEDURES		Procedure #: 608-14
SETTING ALARM AT PROPERTY CLERK FACILITIES		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 2

PURPOSE

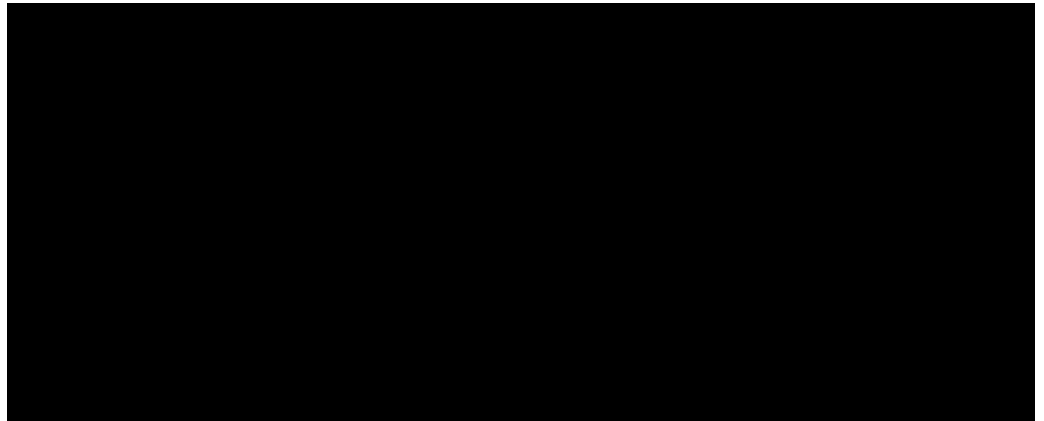


PROCEDURE

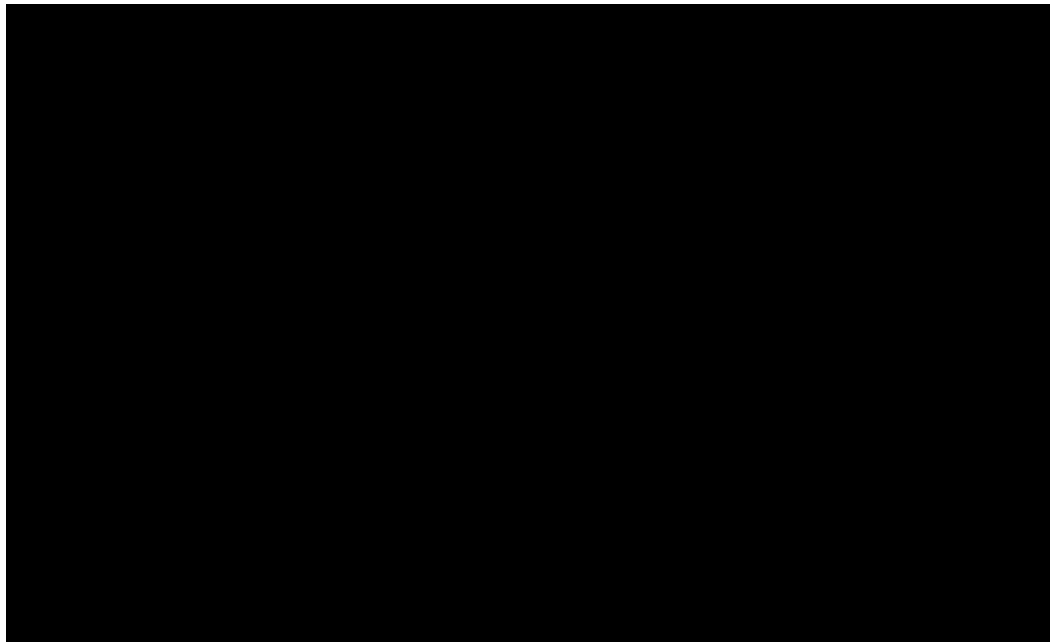
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NOTE



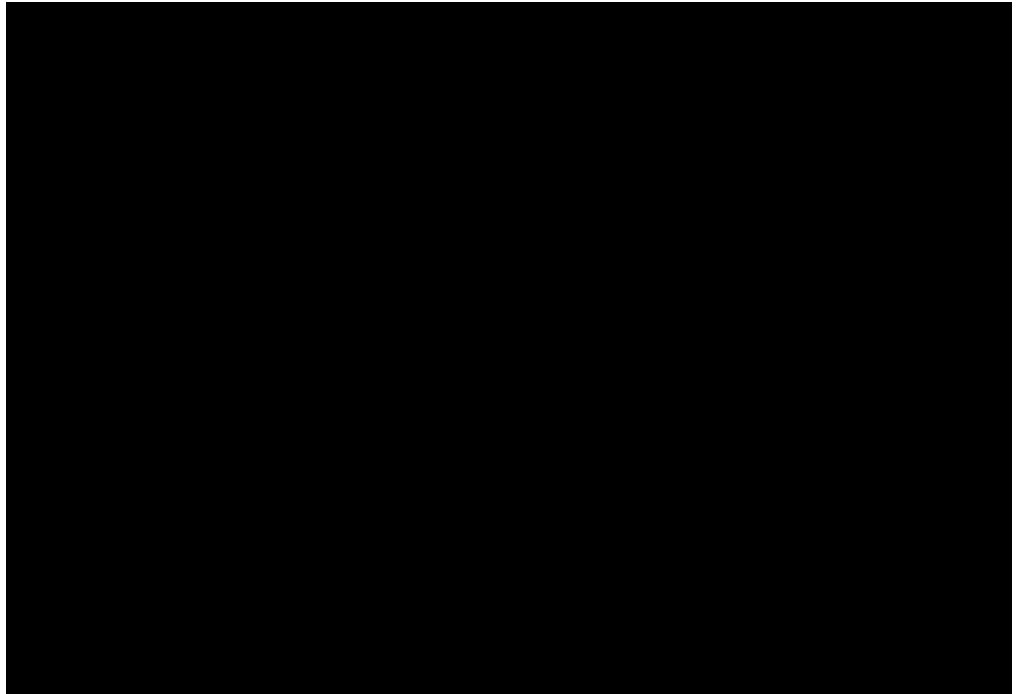
TECHNICAL INFORMATION



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TECHNICAL INFORMATION





PROPERTY GUIDE

Section: GENERAL INFORMATION		Procedure #: 608-15
FACILITY STORAGE CONDITIONS		
DATE ISSUED: 03/01/2015	DATE EFFECTIVE: 03/01/2015	PAGE: 1 of 1

SUPERVISOR

1. Routinely inspect the plant facility under your supervision.
2. Prepare and maintain for review, a "storage plan" including the following considerations:
 - a. Identity of primary and secondary areas for the storage of valuable and/or sensitive property.
 - b. Appraisal of the security devices or procedures utilized.
 - c. A listing of all personnel assigned indicating designated members who have access to sensitive or security areas.
 - d. Provisions in the event of an emergency i.e. procedures for personnel to be evacuated, proximity of fire extinguishers, etc.
3. Continuously review the status of the property on inventory shelves. Insure property is maintained in an orderly manner. Direct personnel to keep areas clear.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES		Procedure #: 608-16
BAIL MONEY		
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NOTE

*Regardless of the manner in which bail money is delivered to the Property Clerk, (in paper envelopes or **PLASTIC SECURITY ENVELOPES**) it will be opened in the presence of the delivering officer, counted, and re-packaged in a **PROPERTY CLERK PLASTIC SECURITY ENVELOPE**. If there is a discrepancy in the count, the bail will be refused at the window and returned with the precinct messenger.*

INTAKE OF BAIL

PROCEDURE

When a precinct messenger is present with bail:

1. Aside from routine "**INTAKE**" functions, physically count the currency in the presence of delivering officer.
 - a. If there is a discrepancy, return bail to precinct messenger for return to invoicing command.
2. If correct, reseal currency in a new **PROPERTY SECURITY ENVELOPE**.
3. Make appropriate entry of receipt in **BAIL LOG**.
4. Storage location of bail money is the cash safe.

DELIVERY OF BAIL TO COURT

5. On the return date, when the arresting officer appears at the Property Clerk to take bail money to court:
6. Have officer verify amount of bail.
7. Have officer sign **BAIL RECEIPT**.
8. Instruct officer that if bail is:
 - a. Returned to surety upon appearance of defendant, to secure a receipt and return this receipt to Property Clerk
 - b. Turned over to the court (defendant did not appear and bail is forfeited), to obtain a receipt from the court clerk and return this receipt to the Property Clerk

If defendant appears at court but surety is not present, then return bail to Property Clerk at the end of officer's appearance. Bail is to be returned to surety upon defendant's appearance and will not be returned to defendant.

In order to minimize the security hazard in keeping money that is not stamped or perforated such money will be promptly invoiced and deposited in the Borough Property Clerk holding account. This money will be deposited 24 hours after the return date listed on the bail receipt (unless retrieved by the surety).

A surety must prove to the satisfaction of the Property Clerk Division that the bail has not been forfeited before it can be returned. If a surety or the court claims bail money which has already been deposited into the Property Clerk holding account, reimbursement will be made by check. Bail not claimed within one year will be deposited with the Police Department, City of New York.

PROPERTY GUIDE

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RELATED PROCEDURES

PATROL GUIDE 210-09
PATROL GUIDE 210-10
PATROL GUIDE 210-11



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-17**

REQUEST FOR REIMBURSEMENT

DATE ISSUED:

03/01/2015

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PURPOSE

To forward a request to the Property Clerk Division office when it becomes necessary to reimburse a claimant with Borough Office cash previously forwarded to the Audits and Accounts Section [AAS], or, to report an auction related problem or voided sale at the Auto Pound that involves a refund to an auction purchaser.

PROCEDURE

When it becomes necessary to reimburse a claimant with Borough Office cash previously forwarded to AAS, or to report an auction related problem or voided sale at the Auto Pound that involves a refund to auction purchaser:

FACILITY SUPERVISOR

1. Conduct an investigation.
2. Prepare a. **REQUEST FOR REIMBURSEMENT FORM**, if necessary.

NOTE

*The payee's Social Security number (if payee is an individual) or Payee Identification Number (if payee is a corporation) and a valid mailing address must be recorded on the **REQUEST FOR REIMBURSEMENT** form. All reimbursements are now mailed directly to the payee from the City treasury. The City treasury requires the aforementioned numbers and mailing address in order to process the reimbursement.*

3. Make copy of **REQUEST FOR REIMBURSEMENT FORM**.
4. Make copies of invoice and related documents.
5. Attach the copy of the **REQUEST FOR REIMBURSEMENT FORM** to the **PROPERTY CLERK INVOICE WORK COPY**.
 - a. If an auction related problem or voided sale is involved; also attach the original **BILL OF SALE** to the original **REQUEST FOR REIMBURSEMENT FORM**.
6. Forward the original **REQUEST FOR REIMBURSEMENT** form and related documents to the Property Clerk Division, Reimbursement Section.
7. Inform the claimant that, after administrative processing by the Property Clerk Division Office, Audits and Accounts Section, and City Treasury, the payment check will be mailed direct from the City Treasury in approximately 55 days to the mailing address recorded on the **REQUEST FOR REIMBURSEMENT FORM**.

NOTE

Do not refer the claimant to the Property Clerk Division Office or to anyone else. Facility supervisor or designee should contact the PCD Reimbursement Section with any questions concerning the status of the payment.

PROPERTY GUIDE

Section: SPECIAL PROCEDURES		Procedure #: 608-17
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FACILITY SUPERVISOR

8. If a Borough Office is making a request, make a notation in the borough office cash receipts book that a **REQUEST FOR REIMBURSEMENT** was forwarded to the PCD Office.
9. If the Auto Pound is making the request, make a notation on the **INTAKE SHEET** and **PROPERTY CLERK INVOICE WORK COPY** that a **REQUEST FOR REIMBURSEMENT** was forwarded to the PCD Office.

PCD REIMBURSEMENT SECTION

UPON RECEIVING A REQUEST FOR REIMBURSEMENT FORM AND ATTACHMENTS:

10. Follow the Claim Reimbursement Procedure.

ADDITIONAL RELATED PROCEDURES

The Auction Proceeds Claim procedure, which involves processing claims from previous vehicle owners, estates, and lien holders of auctioned vehicles, IS NOT related to the above REQUEST FOR REIMBURSEMENT procedure. Property Clerk Guide Section 401-9 covers the processing of Auction Proceeds Claims.



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-18

UNLICENSED PEDDLERS – REMOVAL & STORAGE FEES

DATE ISSUED:

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PURPOSE

To process requests from unlicensed peddlers for return of seized peddler property.

PROCEDURE

Unlicensed food or dry goods peddler's goods are subject to forfeiture. Only the Corporation Counsel (Law Department) can waive forfeiture proceedings and/or the collection of storage fees. This must be in writing on the Agency letterhead.

WINDOW CLERK

1. If peddler has written authorization from the Corporation Counsel, review removal and storage fees due. Fees will be stated on the letterhead from the N.Y.C. Law Department (Corp. Counsel), or, if vehicle, query **PROPERTY AND EVIDENCE TRACKING SYSTEM** application to view fees.
2. If removal/storage fees are due collect according to the schedule below:
3. Prepare **DELIVERY RECEIPT**, have claimant sign receipt and deliver property (**GREEN DELIVERY CARD** if stored at Pearson Place).

REMOVAL AND STORAGE FEES

Vehicle, cart, or stand removed by Dept. Vehicle - **\$65.00**

Vehicle, cart, or stand NOT removed by Dept. vehicle - **\$20.00**

Foods taken into custody with the vehicle, cart, or stand - **\$10.00**

Goods only seized - **\$20.00**

Storage fees: **\$5.00 per day** or any part of a day including Saturday and Sunday BUT NOT the day of seizure.

If goods, vehicle, cart or stand are stored separately, a separate storage fee will be charged for each.

NOTE

If removal / storage fees are collected, a fee receipt (PD 122-017) will be prepared. A copy of the receipt will be given to the claimant. The other copy of receipt will be forwarded with the fees to the Audits and Accounts Section no later than the next business day. All fees will be listed on a Fee Transmittal sheet (PD 122-150).

ADDITIONAL DATA

In some cases, unlicensed peddlers are arrested and the property is classified as arrest evidence. In this case, the claimant must produce:

- ◆ District Attorney's release
- ◆ Letterhead from Corporation Counsel.
- ◆ Removal/storage fees (if applicable)

RELATED PROCEDURES

ADMINISTRATIVE CODE SECTION D22-160.0 (B)
ADMINISTRATIVE CODE SECTION B32-506.0 (B)
PATROL GUIDE 218-39, PATROL GUIDE 218-40
PATROL GUIDE 218-41

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-19**

SUBPOENA FEES

DATE ISSUED:

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PROCEDURE

Whenever a subpoena (Personal or Duces Tecum) is served on the Property Clerk Division, the subpoena must be reviewed to assure that the information requested is discernible so that the subpoena can be honored. If the information is not discernable, do not accept the subpoena.

Duces Tecum subpoenas served by private attorneys **MUST** indicate that they have been "SO ORDERED," and signed by the court. If there is no such indication, accept the subpoena, file subpoena in rear of Command Subpoena File. If name and phone number of attorney is available, phone attorney and advise that unless the subpoena is "SO ORDERED", it will not be complied with. No other action is necessary.

Subpoena fees are as follows:

\$15.00 - New York City Supreme Court

\$15.00 - New York City Civil Court

\$15.00 - New York State Subpoenas

\$30.00 - Federal Subpoenas

A subpoena receipt must be prepared whenever a fee is received for a subpoena. There is no fee required for Criminal or Family Court cases. However, a receipt must be prepared if the subpoena is served by a private attorney. Checks, money orders, or cash can be accepted for subpoenas: these monetary fees shall be forwarded to the Audits and Accounts Section.

A fee is not required for subpoenas received from the office of the District Attorney, the Corporation Counsel, or the Legal Aide Society. Except for the District Attorney or the Corporation Counsel, documents subpoenaed must be sent directly to the court.

Entries are to be recorded in the **SUBPOENA LOG** for all subpoenas received.

RELATED PROCEDURES

PATROL GUIDE SECTION 211-15

PATROL GUIDE SECTION 211-16

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-20**

DYE TAINTED CURRENCY

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PURPOSE

Some currency recovered in connection with a crime may be tainted with red or colored dye. The active ingredient is typically CS tear gas. The effects of tear gas are usually short term, however, because the bills are stored in plastic envelopes, the contaminates may stay on the bills longer and may be transferred to persons touching them. Therefore, it is imperative that **P.G. 218-37** be followed as it relates to the handling of such currency in addition to the following.

PROCEDURE

When invoiced currency believed to be tainted with CS tear gas is received at a Property Clerk Borough Office:

INTAKE CLERK

1. Do not open the **SECURITY ENVELOPE**. Note the security envelope number on the **INVOICE**. Indicate in the “**REMARKS**” section on the **INVOICE** in **PROPERTY AND EVIDENCE TRACKING SYSTEM** as well as the **SECURITY ENVELOPE** that the evidence is believed to be contaminated.
2. Advise the Safe Clerk the evidence may contain tainted currency.

SAFE CLERK

3. The currency will be stored in the cash safe.
4. When the currency is ready for disposal, the safe clerk is advised to wear rubber gloves, mask and eye protection in a well ventilated area when the cash is removed from the **SECURITY ENVELOPE** and processed for transfer to the Federal Reserve Bank.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES		Procedure #: 608-21
COURT TESTIMONY		
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WHEN ORDERED TO APPEAR IN COURT BY COMPETENT AUTHORITY:

MEMBER CONCERNED

1. Appear in Uniform of the Day or proper business attire.
2. Sign in at the appropriate Police Sign-In room and prepare **COURT ATTENDANCE RECORD**.
3. Report to Police Sign-In facility at conclusion of testimony and obtain completed **COURT ATTENDANCE RECORD**.

NOTE

Whenever a Property Clerk Division representative is required in court to testify in all cases, a Supervisor of the command concerned shall provide the court testimony. Responsibility for this function will not be delegated to another member unless specifically authorized by the Commanding Officer, Property Clerk Division.

RELATED PROCEDURES

PATROL GUIDE SECTION 211-01

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-22**

DISASTER / CIVIL DISORDER RESPONSE

DATE ISSUED:

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PROCEDURE

The Property Clerk Division will provide "Emergency Response Teams" to assist field personnel in the processing of property which has been recovered at the scene of mass arrests or disasters.

A list of volunteers to the "Emergency Response Teams" listing home addresses and telephone numbers is maintained at the Operations Unit as well as the Property Clerk Division Office, College Point Auto Pound and Security Response Team (SRT).

RESPONSE TO CIVIL DISORDERS

CIVIL DISORDER SITUATIONS

1. The Property Clerk Division will, upon notification through the Operations Unit, call in sufficient personnel to open its Pearson Place storage facility. This location will be made available throughout the duration of the emergency. Pearson Place will make two box trucks available at the mass arrest processing location for the movement of property to Pearson Place. Other Property Clerk personnel will be activated to respond to Pearson Place to pick up equipment and respond to a designated location.
2. Property Clerk operations will be conducted at the mass arrest processing location with a personnel compliment of approximately **15 MEMBERS** and all property will be brought there for the purposes of property handling at the disaster scene. Since the disaster may cover more than one precinct, the administrative functions of the property operation will include:
 - a. The Property Clerk Division supervisor will institute a **PROPERTY DESK**.
 - b. The **INVOICING OFFICER** will prepare an **INVOICE WORKSHEET** and deliver the worksheet and property to the property desk. The **INVOICE WORKSHEET** will be checked by the supervisor and when approved, the officer will sign the **INVOICE WORKSHEET** and be given the next **INVOICE** number for his arrest report using **PROPERTY AND EVIDENCE TRACKING SYSTEM**
 - c. The supervisor will then direct the next available Property Clerk Division member to enter the information of that **INVOICE** onto **PETS** and make any other entries on necessary forms. The signed worksheet will be attached to the typed **INVOICE**.
 - d. The property will be placed in the required container and sealed. This could be narcotic envelopes, plastic security envelopes, bags, or boxes. Large property may only require a seal attached for I.D. purposes.

PROPERTY GUIDE

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CIVIL DISORDER SITUATIONS

- e. To assist in the holding and movement of sensitive property, guns, or narcotics; the Property Clerk will make available as part of its response package, three large locking metal containers capable of holding guns and narcotics. These containers can be opened by the P.C.D. Supervisor for delivery to the lab messengers if they respond for pick-up.
 - f. Cash invoices will be processed according to the category (*ARREST, INVESTIGATION, and SAFEKEEPING*). Cash eligible for direct deposit will be sealed in security envelopes with deposit slips for deposit in Chase Bank night deposit drops. Cash which must be retained will be stamped "*EVIDENCE*" at the site. Perforation will take place in the borough property clerk office. The cash will be placed in a metal locking box under the supervision of any available Property Clerk Division I.C.O. or Inspections Supervisor and removed to the borough office concerned.
 - g. The entire activity will be recorded on a set of **PROPERTY INDEX SHEETS** which will be kept by a sequential listing of invoices issued. All indexes will eventually be kept in the Precinct where the central arrest area is located.
 - h. Property Clerk personnel will load property on trucks and when necessary transport the property to the Pearson Place facility. The **PROPERTY TRANSFER REPORTS** will be sent with whatever property is being shipped. Necessary storage numbers will be applied to each **INVOICE** through **PETS** and the copy of the **PROPERTY TRANSFER REPORT** returned by the driver of the property truck to the Property Desk for cross referencing on the **PROPERTY INDEX**. Personnel at Pearson Place will unload and log in all property and give the driver back the transfer receipt to return to the mass arrest processing location.
3. In arrest situations, a photograph of the arresting officer and property will be taken.
 - a. The photograph will include the officer holding an 8 1/2" by 11" piece of paper clearly showing the invoice number.
 - b. The photograph will be attached to the **COPY OF THE PROPERTY CLERK INVOICE** and forwarded with the arrest papers to the A.D.A. assigned.
4. The mass arrest processing location(s) should have sufficient stocks of **INVOICE WORKSHEETS, PLASTIC SECURITY ENVELOPES**, lead and plastic seals, and large garbage bags to start operations.
 - a. The Property Clerk will supply backup items if necessary.

PROPERTY GUIDE

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CIVIL DISORDER SITUATIONS

5. All items invoiced under this system will be isolated in one area of the Pearson Place storehouse. Persons claiming lost or stolen property will be allowed to view this property only if they have made a formal report to the local precinct and have described the property they are missing. Precincts in the area of the disturbance should be notified of this so that they can advise the public on how to claim their property. Return of Arrest Evidence will require a **DISTRICT ATTORNEY'S RELEASE**.

DISASTER SITUATIONS

RESPONSE TO DISASTERS

- ◆ The Property Clerk maintains an emergency response unit that may be activated during the following incidents:
 - Aviation Disaster
 - Fire/Explosion
 - Other condition where on scene commander feels property control is necessary

The response team's equipment is located at the Pearson Place facility. The unit has been supplied with official Police Department windbreakers to afford immediate identification at the scene of an incident. Upon notification from the Operations Unit, the PCD supervisor will make the decision regarding the extent of the necessary response.

This response may be partial or encompass the entire unit and all available equipment. The Commanding Officer will decide if other members should be called to duty to open a PCD facility for storage of property.

Upon notification from the Operations Unit, Property Clerk personnel will respond to a designated mobilization point and set up in an accessible area. Personnel will accept all property invoiced by Police units at the scene. Additionally, Property Clerk members will respond to the Morgue and accept property invoiced by the Missing Persons Unit or others. All property will be removed to the facility designated by the C.O. - Property Clerk Division as the holding location.

NOTE

LUGGAGE

If crash site is at the airport or immediate vicinity, Port Authority will be responsible for safekeeping. If crash is not at airport, NYPD is responsible for safekeeping.

AIRPLANE PARTS

Airplane parts will not be invoiced but safeguarded in place until representatives of the Federal Aviation Authority take charge of them.

PROPERTY GUIDE

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NOTE

PERSONAL PROPERTY ON DECEASED PERSON'S

Personal property on dead bodies will remain with the body. Property will be removed by Missing persons Unit personnel at the morgue (as an aid in the identification process). The number of the compartment in which the body is stored, in addition to a complete list of property contained therein, will be marked on the property envelope. When property is no longer required, it will be delivered with related invoices to the Property Clerk Division. The member conducting the search will make appropriate **ACTIVITY LOG** entries and the ranking officer supervising the search will certify as to its accuracy.



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-23**

HANDWRITTEN LOG BOOKS

DATE ISSUED:

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PURPOSE

To accurately record information in all handwritten log books utilized at Property Clerk Division facilities.

SUPERVISOR

1. Enter and underline day of week and date on the next writing line at beginning of each day.
2. Draw a double line across page under last entry of the day.
3. Verify the accuracy of entries in all logs periodically.
4. Preserve completed logs in appropriate storage area.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-24

DISPOSAL OF NYCTA AND TBTA TOKENS

**** REVOKED ****

DATE ISSUED:

03/01/2015

DATE EFFECTIVE:

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PURPOSE

To properly return New York City Transit Authority and Triborough Bridge and Tunnel Authority tokens to the appropriate authority while collecting appropriate redemption.

PROCEDURE

WHEN AN AGGREGATE AMOUNT OF TOKENS ARE READY FOR DISPOSAL AT A BOROUGH OFFICE:

DISPOSAL CLERK

1. Separately group tokens classified as *ARREST EVIDENCE* from other categories of tokens (e.g. *SAFEKEEPING*, *FOUND*).

NOTE

All NYCTA and TBTA tokens will be delivered to the respective issuing agencies. However, redemption will not be sought for tokens classified as ARREST EVIDENCE.

2. Utilizing a modified **PROPERTY TRANSFER CONTROL FORM** (PD 542-142), list each voucher number and corresponding number of tokens to be forwarded.
3. Tokens will be delivered as follows:

NYCTA TOKENS

**N.Y.C. Transit Authority
Revenue Department Room 212
370 Jay Street
Brooklyn, New York
Monday --> Friday 0900 X 1700
(718) 243-3918 (718) 243-4529**

TBTA TOKENS

**Triborough Bridge and Tunnel Authority
Randall's Island Administration Building
Robert Moses Building
Monday, Tuesday, Thursday, Friday
0900 X 1700
(212) 360-3093
See Token Clerk**

4. Obtain a receipt for the tokens delivered. For those tokens that the Property Clerk seeks redemption (non-evidence), the agency concerned will mail to the borough office, a check made payable to "Property Clerk, New York City Police Department".

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ADDITIONAL DATA

NYCTA will redeem obsolete tokens as well as current "Bull's Eye" tokens, but ask that older versions of NYCTA tokens be packaged separately. There are two types of TBTA tokens, but it is not necessary to separate these tokens as the TBTA clerk will sort returned tokens by machine.

UPON RECEIPT OF REDEMPTION CHECK:

DISPOSAL CLERK

5. Prepare an **INVOICE** indicating that this check represents payment for redeemed tokens. This check will be promptly deposited into the borough holding account.

BOROUGH SUPERVISOR

6. Ensure that the currency on this **INVOICE** is included in the next scheduled delivery of forfeited cash to the Audits and Accounts Section.



PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-25

INVOICE CATEGORY/CLASSIFICATION CHANGES

DATE ISSUED:

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PURPOSE

To preserve the chain of custody and insure timely correction or change to a **PROPERTY CLERK INVOICE**.

PROCEDURE

UPON BECOMING AWARE OF THE NEED TO CHANGE THE CATEGORY AND/OR CLASSIFICATION OF AN INVOICE:

ARRESTING/ ASSIGNED INVOICING MEMBER

1. Arresting/Assigned invoicing member will request a “**CHANGE OF CATEGOTY**” through **PROPERTY AND EVIDENCE TRACKING SYSTEM**
2. the category/classification change and reason.

UPON RECEIPT OF THE TYPED LETTERHEAD REQUESTING A CATEGORY/CLASSIFICATION CHANGE:

PCD SUPERVISOR

3. Periodically throughout the work day look for “**PENDING CHANGE APPROVALS**” from using **PROPERTY AND EVIDENCE TRACKING SYSTEM**
4. Review request for change of category.
5. Approve or disapprove requested change through **PROPERTY AND EVIDENCE TRACKING SYSTEM**
6. Disapproval requires reasoning by supervisor to be entered.

NOTE

There will be instances where property will be the subject of further investigation by other departmental units (e.g. Detective Squads, Special Victims Unit, etc.)

ADDITIONAL DATA

The need to change categories of property in the custody of the department (e.g. investigation to Arrest Evidence) can include but is not limited to the recommendation of the District Attorney’s Office.

If an Outside Agency requests a change in category/classification, that agency must do so thru the Arresting/Assigned Invoicing member and/or Investigating Unit. Request should include all paperwork involved (e.g. DD5, UF49 etc.)

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: 608-26

McCLENDON DECISION

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DEFINITION: TERMINATION OF CRIMINAL PROCEDURES

The termination of a criminal proceeding occurs at the earliest of:

1. From 32 **DAYS** following the imposition of sentence.
2. The **DATE OF ACQUITTAL**.
3. Where leave to file new charges or to resubmit the case to a new grand jury is required and has not been granted, **31 DAYS** following the dismissal of the last accusatory instrument filed in the case, or, if applicable, upon expiration of the time granted by the court or permitted by statute for filing new charges or resubmitting the case to a new grand jury.
4. Where leave to file new charges or to resubmit the case to a new grand jury is not required, **31 DAYS** following the dismissal of the last accusatory instrument filed in the case, or, if applicable, upon expiration of the time granted by the court or permitted by statute for filing new charges or resubmitting the case to a new grand jury.
5. **6 MONTHS** from the issuance of an "adjournment in contemplation of dismissal" order pursuant to section 170.55 of the Criminal Procedure Law, or **12 MONTHS** from the issuance of such an order pursuant to section 170.56 of the Criminal Procedure Law, where the case is not restored to the court's calendar within the **6 MONTH** or **12 MONTH** period.
6. The date when, prior to the filing of an accusatory instrument against a person arrested for an offense, the district attorney elects not to prosecute such person.

DISPOSITION ARREST MADE

DISPOSITION OF PROPERTY WHERE ARREST HAS BEEN MADE:

EVENT: TERMINATION OF CRIMINAL PROCEEDINGS

(Note: a timely demand/inquiry can be made prior to termination of criminal proceedings)

120 CALENDAR DAYS

EVENT: TIMELY DEMAND

(The 120th day following the termination of criminal proceedings is the last day on which a timely demand may be made)

3 TYPES OF TIMELY DEMANDS ARE POSSIBLE:

(Note: claimant must have valid identification as described in appendix A of this order; however, a copy of the **INVOICE** is not required) *

DAR PRESENT	NO DAR or Supv DA's Denial aka "Inquiry"	Supv DA's Denial Presented
Return Property	Dispose	See Next Page

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DISPOSITION OF PROPERTY WHERE ARREST HAS BEEN MADE:

SUPERVISING DISTRICT ATTORNEY'S DENIAL OF RELEASE
PRESENTED

PROPERTY CLERK DIVISION
RETAINS PROPERTY UNTIL EITHER:
DAR is presented

OR

PCD learns that property is no longer needed as evidence
and gives notice to claimant or designated representative**
at last known address (including a correctional facility)

120 CALENDAR DAYS



DISPOSE UNLESS:
Claimant appears
(No DAR required)

OR

Claimant has made an "inquiry"
and the 270 days has not fully run

**According to the Order, the Property Clerk may require an explanation as to the loss/absence of the invoice. However, the inquiry should be limited to identifying the claimant and determining whether he/she is entitled to the property.*

*** A designated representative must be designated by a notarized letter from the claimant.*

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FORFEITURE

FORFEITURE

May be commenced when there is reasonable cause to believe that the property was:

Unlawfully obtained OR
The proceeds of a crime OR
The instrumentality of a crime

DEMAND WITH DAR

EVENT: **TIMELY DEMAND WITH DAR** (IF ARREST EVIDENCE)

25 DAYS



Legal Bureau must initiate forfeiture

OR

Property Clerk Division must provide written notice to claimant or representative that property will be returned.

120 DAYS FROM NOTICE SENT



DISPOSE IF REMAINS UNCLAIMED

DEMAND WITHOUT DAR

EVENT: **TIMELY DEMAND WITHOUT DAR** (IF NOT ARREST EVIDENCE)

25 DAYS



Legal Bureau must initiate forfeiture

OR

Property Clerk Division must provide written notice to, claimant or representative that property will be returned

120 DAYS FROM DATE NOTICE SENT



DISPOSE IF REMAINS UNCLAIMED

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TIMELY DEMAND

MULTIPLE CLAIMS

EVENT: **TIMELY DEMAND**

25 DAYS

Return to claimant

IF ADDITIONAL CLAIMANTS

**NOTICE OF ADDITIONAL
CLAIMANTS** to ALL interested parties

30 DAYS

RETURN TO PERSON FROM WHICH
TAKEN, UNLESS:

Settlement (Comply with terms)

Court Order (Comply with terms)

Notice of action pending (hold until
termination)

NOTE

*INVESTIGATORY PROPERTY NOT CONNECTED TO AN ARREST IS
NOT COVERED BY THE ORDER*

ADDITIONAL INFORMATION

Unquestionably, situations will arise which cannot be properly resolved within the above parameters. In those instances, a **UF 49** requesting an opinion from the Legal Bureau will be prepared by the Borough Office Supervisor concerned. This communication will be forwarded to the Commanding Officer, Property Clerk Division for his endorsement and forwarding to the legal Bureau.

IDENTIFICATION APPENDIX

ONE of the following:

- ◆ New York State Photo Driver's License
- ◆ New York State Non-Driver ID Card

OR TWO of the following, one with signature:

- ◆ VALID PHOTO DRIVER'S LICENSE ISSUED BY:
 - Another U.S. State, Jurisdiction, Territory or Possession.
- ◆ U.S. PASSPORT
- ◆ U.S. MILITARY PHOTO ID CARD
- ◆ U.S. CITIZENSHIP OR NATURALIZATION PAPERS
- ◆ IMMIGRATION AND NATURALIZATION SERVICE (INS)
DOCUMENTS CONTAINING PHOTOS
 - Resident Alien Card (I-551)
 - Temporary Resident Card (I-688)
 - Employment Authorization Card (I-688A)

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- ◆ FOREIGN PASSPORT
 - With a U.S. Visa Stamp or I-94 attached.
- ◆ A SIGNED MAJOR CREDIT CARD

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-27**

OCA & PACER CHECK GUIDELINES

DATE ISSUED:

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PURPOSE

To properly document the eligibility for release of arrest evidence in custody of the Property Clerk.

WHEN QUERYING OFFICE OF COURT ADMINISTRATION (OCA) AND PUBLIC ACCESS TO COURT ELECTRONIC RECORD (PACER) CHECKS:

PCD MEMBER

1. Utilize **PROPERTY AND EVIDENCE TRACKING SYSTEM (PETS)** or the **PAPER BASED SYSTEM** to review the most up-to-date **VERSION OF THE INVOICE**.
2. Review the Invoice for changes or remarks.
3. Inspect any attachments for “Holds” or changes in category/classification.
 - a. If so, confer with the investigator, unit, agency, or prosecutor that placed the hold prior to destruction.
4. OCA and PACER checks must be performed for each defendant as indicated in the **RETENTION GUIDELINES** (Property Guide 604-07).

WHEN A DISPOSITION IS OBTAINED:

5. Ensure the following is entered regarding the **PROPERTY CLERK INVOICE**:
 - a. Date of entry.
 - b. Reason for hold or release.
 - c. Name stamp and initial if invoice is in the paper based system.
6. Forward cleared **INVOICES** to the appropriate unit for close-out and disposal.
7. Forward **INVOICES** to be held to appropriate unit for re-filing.

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PROPERTY GUIDE

Section: SPECIAL PROCEDURES

Procedure #: **608-28**

POST CONVICTION PROPERTY REQUESTS

DATE ISSUED:

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PURPOSE

To properly document the requests to search for post conviction evidence.

NOTE

Requests to search for post conviction evidence will only be accepted from the following:

- a. District Attorneys' Office*
- b. Judicial Subpoena*
- c. Department Investigative Unit*

PERSON MAKING REQUEST

1. Submit request in writing to the Commanding Officer, Property Clerk Division.
2. Requests from a District Attorneys Office must be signed by the Bureau Chief of the of the person making the request.
3. Requests from a Department Investigative Unit must be signed by the Commanding Officer of the of the person making the request.
4. The request should include the following information:
 - a. Invoice #
 - b. Storage #
 - c. Storage facility
 - d. Copy of the **PROPERTY CLERK INVOICE**
 - e. Complaint #
 - f. Defendant's Name
 - g. Arresting/Assigned Officer's name and command
 - h. Invoice Category (i.e. Arrest Evidence, Safekeeping, etc.)
 - i. Disposition of oringal case.

PROPERTY CLERK DIVISION OFFICE MEMBER

5. Enter request into the **POST CONVICTION EVIDENCE REQUEST LOG BOOK**.
6. Assign a Post Conviction Evidence Request Log #.
7. Forward to the Commanding Officer, Property Clerk Division.

C.O., P.C.D.

8. Forward request to Legal Bureau for legal advice.
9. Review request and assign the appropriate facility to conduct an investigation.

INVESTIGATING PCD MEMBER

10. Investigate and locate property.
11. Report findings to the Commanding Officer, Property Clerk Division.

NOTE

Under no circumstances will any Property Clerk Division member divulge information verbally to person making the request.

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C.O., P.C.D.

12. Review the investigation findings.
13. Forward response to person making request.



PROPERTY GUIDE

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PROCESSING REQUESTS TO LOCATE AND PRODUCE PROPERTY		
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PURPOSE

Upon receiving a request to locate and/or produce property believed to be stored at a Property Clerk Division Facility.

PCD MEMBER

1. Ascertain invoice number.
 - a. If invoice number is unknown refer requesting person to invoicing command, Arresting Officer or Invoicing Officer to obtain invoice number.
2. Conduct inquiry using **PROPERTY AND EVIDENCE TRACKING SYSTEM** using all known information.
 - a. If property is not located at a Property Clerk Division Facility, refer requesting person to the invoicing command, Arresting Officer or Invoicing Officer.
 - b. If property is found to be located at other than a Property Clerk Facility ie. Court, Chief Medical Examiners Office or Police Laboratory, refer the person requesting to that location.
3. Verify property is at designated location.
4. If property is missing from designated location notify the supervisor Property Clerk facility concerned.

SUPERVISOR

5. Insure that **PROPERTY GUIDE PROCEDURE 608-1 "SEARCH PATTERNS FOR MISSING PROPERTY"** is being followed.

NOTE

*In all instances when a request to search for "post conviction evidence" is received, **PROPERTY GUIDE PROCEDURE 608-28 "POST CONVICTION PROPERTY REQUESTS"** will be strictly followed.*

WHEN PROPERTY, DISPOSITION OR LOCATION OF PROPERTY HAS BEEN ASCERTAINED THE REQUESTING PERSON WILL BE NOTIFIED:

SUPERVISOR

6. In person: if person requesting is owner or notarized representative of owner of property and is at Property Clerk facility.
7. By phone: if, Assistant District Attorney or arresting officer is the requesting person.

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8. In writing: when requested by forwarding Certified copy of **PROPERTY CLERK INVOICE** when requested.

NOTE

For all "Post Conviction Request" the requesting person will be notified in writing by the Commanding Officer Property Clerk Division.

WHEN A MEMBER OF THE PROPERTY CLERK DIVISION IS REQUESTED TO TESTIFY:

COMMANDING OFFICER

9. Will designate a Supervisor from the Property Clerk facility concerned.
10. The Supervisor-in-Charge Property Clerk facility concerned will sign an affidavit once the affidavit has been reviewed by the Legal Bureau.



PROPERTY GUIDE

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INVESTIGATING PROPERTY DISCREPANCIES		
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PROCEDURE

When there is a discrepancy in the item or number of items stored at a Property Clerk Division facility i.e. Property Clerk Invoice states the quantity is 6 and only 5 items are present or an item is not what is described on the Property Clerk Invoice i.e. gold vs. yellow metal.

PCD MEMBER

1. Notify the supervisor Property Clerk facility concerned.

SUPERVISOR

2. Conduct investigation.
3. Insure that **PROPERTY GUIDE PROCEDURE 608-1 "SEARCH PATTERNS FOR MISSING PROPERTY"** has been complied with.
4. Notify:
 - a. Integrity Control Officer, Property Clerk Division.
 - b. Commanding Officer, Property Clerk Division.
 - c. Internal Affairs Bureau.

COMMANDING OFFICER

5. Direct the preparation of a **COMPLAINT REPORT (PD313-152)** for property classified as missing.

NOTE

If missing item is a gun or narcotic, notification to parent command through Property Clerk Commanding Officer should be made within three hours of discovering gun or narcotic was missing or before the close of facility concerned. Notifications will be made regardless of whether the preliminary search has been completed.

*If the item was discovered missing during return of property, do not perform a partial delivery. All items listed on the **PROPERTY CLERK INVOICE** will be retained for investigation.*

*If the Security Envelope or packaging was opened, place all items in a new Security Envelope or appropriate packaging. In all such instances, the opened envelope(s) will be placed into the new envelope(s) AND the serial number of the new envelope(s) will be entered under "REMARKS" on the **PROPERTY CLERK INVOICE** using **PETS**. Perform the "REPACK" function in **PETS** to reflect the new Security Envelope serial numbers.*

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PROPERTY GUIDE

Section: FISCAL PROCEDURES

Procedure #: **609-1**

DISBURSEMENT OF MONEY

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BOROUGH ACCOUNTANT/ BOOKKEEPER

U.S. CURRENCY STAMPED AND PERFORATED

1. When a claim is made for the return of money which is in cash form (**perforated and stamped**), the accountant will receive from the Window Clerk:
 - a. **COPY OF THE INVOICE**
 - b. Check request with supervisor's signature
 - c. All related documents
2. Upon receipt of **COPY OF THE INVOICE**, ensure a "**STORAGE NUMBER**" has been assigned via **PROPERTY AND EVIDENCE TRACKING SYSTEM** as this indicates that the invoicing command has deposited the money in appropriate bank.
3. Verify that the amount claimed is correct and has not been previously disbursed by verifying the entry in **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
4. Ensure checks/ bank card are issued utilizing **PROPERTY AND EVIDENCE TRACKING SYSTEM**.
6. Write "**DEPOSIT PENDING**" on all copies of the check request.
7. Close out the original intake entry in the **CASH RECEIPTS BOOK** under the appropriate headings and Write "**DEPOSIT PENDING**" in the remarks column.
8. Enter the transaction in the **CASH DISBURSEMENTS BOOK** under the appropriate entries.
9. Enter disbursement information on the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENT**.
10. Take the check, check request, and **YELLOW WORK COPY OF THE INVOICE** with all documents to an authorized individual to obtain the two (2) signatures.
10. Deliver the check to the Window Clerk for delivery to the claimant.
11. Separate the check request as follows:
ORIGINAL - or accountant's copy will be placed in a temporary "**DEPOSIT PENDING**" check request file. When transfer is completed by the Safe Clerk, the original check request will be stamped "**TRANSFERRED TO CHECKING ACCOUNT**", "**DATE**", and "**TRANSFER NUMBER**" and then moved to the permanent check request file.

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**BOROUGH
ACCOUNTANT/
BOOKKEEPER**

SECOND COPY - to be forwarded to the Accounting Unit with the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS** within twenty four (24) hours of the end of the working day.

THIRD COPY - to be stapled to the back of the **YELLOW WORK COPY OF THE INVOICE**.

MONEY IN CHECKING ACCOUNT

12. When a claim is made for the return of money which is in the checking account, the accountant will receive from the Window Clerk:

- a. **YELLOW WORK COPY OF THE INVOICE**
- b. **CHECK REQUEST** with supervisor's signature
- c. All related documents
- d. Copy of deposit slip

13. Verify that the amount claimed is correct and has not been previously disbursed by verifying the entry in **CASH RECEIPTS BOOK**.

14. Complete the check stub and check entering the storage number thereon.

- a. The check is to be typed in all cases. The check amount should be entered by using the Check Writer machine.

15. Enter the check number on the **YELLOW WORK COPY OF THE INVOICE** and all copies of the check request.

16. Enter the deposit date (date of entry in **BOROUGH CASH RECEIPTS BOOK**) on the check request.

17. Close the original intake entry under the appropriate column in the **CASH RECEIPTS BOOK**.

18. Enter the transaction in the **CASH DISBURSEMENTS BOOK** under the appropriate entries.

19. Enter the check information on the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS**.

20. Take the check, check request, and **YELLOW WORK COPY OF THE INVOICE** with all documents to an authorized individual to obtain the two (2) signatures.

21. Deliver the check to the Window Clerk for delivery to the claimant.

22. Separate the check request as follows:

ORIGINAL - or accountant's copy will be placed in the permanent check request file.

SECOND COPY - to be forwarded to the Inventory Unit with the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS** within twenty four (24) hours of the end of the working day.

THIRD COPY - to be stapled to the back of the **YELLOW WORK COPY OF THE INVOICE**.

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BOROUGH ACCOUNTANT/ BOOKKEEPER

23. Enter each check written into the “**JP Morgan Chase Positive Pay Program**” listing:
- Check number
 - Amount
 - Payee’s full name

BOROUGH SUPERVISOR

24. Review all checks entered into the “**JP Morgan Chase Positive Pay Program**” for accuracy, insuring all checks were entered in sequence order.
25. Approve or reject each check entered as appropriate.

The Borough Supervisor will insure all rejected entries are reentered by the accountant with the necessary corrections. Once reentered the supervisor will review and approve or reject as appropriate.

If for any reason the Borough Supervisor is unavailable to review the entries, a notification will be made to the Accounting Supervisor. The Accounting Supervisor will review all entries.

ACCOUNTING UNIT ACCOUNTANT

26. Review all boroughs previous days entries.
27. Review all “**EXCEPTIONS**” posted by JP Morgan Chase each business day.

ACCOUNTING SUPERVISOR

28. Review all approved “**EXCEPTIONS**” and approve if appropriate.

*When a check is posted by JP Morgan Chase as an “**EXCEPTION**” the Accounting Unit will conduct an investigation and determine if the check in question should be paid or returned. All **EXCEPTIONS** not reviewed by **1600 hrs.** by default will be returned. The Payee will have to return the borough office concerned and a new check will be issued for any “**EXCEPTION**” not reviewed or returned.*

NUMISMATIC VALUE - RECEIVED PRIOR TO 1985

BOROUGH ACCOUNTANT/ BOOKKEEPER

29. If numismatic money entered in the **CASH RECEIPTS BOOK** is claimed, the accountant will receive a **DELIVERY CARD (PD 542-102)** from the Safe Clerk. The accountant shall:
- Close out the original entry of intake by indicating transaction in the **CASH RECEIPTS BOOK**.
 - Enter delivery in the **CASH DISBURSEMENT'S BOOK** under current day's work.

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**BOROUGH
ACCOUNTANT/
BOOKKEEPER**

- c. Enter delivery on **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS** and forward the delivery card with the current day's work to the Inventory Unit.
30. If unclaimed, the accountant will receive the third copy of **PROPERTY TRANSFER CONTROL FORM** (*misc.1088*) listing numismatic money by voucher number and amount from the safe clerk when forwarded for auction. The accountant shall:
- a. Close out the original entry of intake by indicating to "*A/D for Auction and date*" under appropriate headings.
 - b. Enter transaction in **CASH DISBURSEMENTS BOOK** under current day's work.
 - c. Enter this transaction on the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS**.
 - d. Forward copy of **PROPERTY TRANSFER CONTROL FORM** *misc. 1088* to the Accounting Unit with the current day's work.

*Numismatic currency received since 1985 should not be recorded in **CASH RECEIPTS BOOKS** since numismatic money is no longer assigned any cash value but rather treated as jewelry.*



PROPERTY GUIDE

Section: FISCAL PROCEDURES

Procedure #: **609-2**

MAINTENANCE OF BOOKS BY ACCOUNTANTS

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NOTE

Proper accounting procedures dictate that to eliminate the suspicion of fraud, mistakes should be neatly lined out (once), the correct figure will then be written above the original entry and initialed by the person changing the entry. Erasing and/or using of typist's White Correction Fluid to rectify mistakes is prohibited.

ACCOUNTANT

CASH RECEIPTS BOOK

1. When a full delivery is made of a cash invoice, a diagonal line will be placed across the "BALANCE" column. On a partial delivery, a figure will be entered.
2. On the first working day of each month, the "CASH BALANCE BROUGHT FORWARD" shall be entered as "ZERO" on line 1 of the next unused page, following the financial statement.
3. Entries reflecting receipts for the first working day of the month will start on line 2 of the next unused page of the **CASH RECEIPTS BOOK**, following the financial statement.

CASH DISBURSEMENT BOOK

1. The next unused page will be used on the first working day of the month. Line 1 of the first working day of the month will reflect zero disbursements.
2. All cash disbursements will be listed individually in the **CASH DISBURSEMENTS BOOK**, except when made in groups (Police Department, City of New York Deliveries) when a line will be entered indicating "Transfer Number" and total amount delivered. In cases where a delivery to Pension Fund of money which is already in the bank is made, a line that reads "BANK Police Department, City of New York" and total amount delivered will be entered.

A separate file of money delivered to Police Department, City of New York will be kept in order to verify the accuracy of the amounts listed in the one line entry mentioned above.

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ACCOUNTANT

FINANCIAL STATEMENTS

On the first day of each month, each Property Clerk Borough Office will enter a monthly cash balance in the prescribed manner on the next blank page of the **CASH RECEIPTS BOOK**. These pages will not contain any other entries.

TRANSFER OF CASH FROM SAFE TO CHECKING ACCOUNT

1. The safe officer's **DAILY REPORT OF CASH TRANSFERS** (*Misc. 126*), should be numbered in the upper right hand corner. Sheets should be numbered consecutively and preceded by the current year. Therefore, the first transfer of 1993 would be numbered 93-1, the second transfer 93-2, the third 93-3, etc.
2. The original **TRANSFER FORM** together a validated deposit slip and adding machine tape will be forwarded to the Accounting Unit with the current day's work.
3. A copy of the **TRANSFER FORM** and deposit slip will be retained in the Borough Office in "*Cash Transfers*" folders.
4. Whenever cash is transferred from the safe to the Checking Account, the accountant will turn to the original intake entry in the **CASH RECEIPTS BOOK** and indicate such transfer under the remarks column by stamping "*Transfer to C/A*", the date, and transfer number.
For example: *Transfer to C/A Mar. 12, 1993 93-3*
5. Partial transfers should be shown as:
\$79.00 Transfer to C/A March 7, 1993 93-2
\$15.00 Transfer to C/A March 13, 1993 93-3
6. In no instance should any notation such as brackets, arrows, etc. be marked on the original entries.
7. Any explanations or other information concerning a storage number on a page should be written at the bottom of the page of the original entry.



PROPERTY GUIDE

Section: FISCAL PROCEDURES

Procedure #: **609-3**

STOP PAYMENT AND REPLACEMENT CHECK PROCEDURES

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PURPOSE

To eliminate the possibility of the duplicate issuance of checks; the following procedure will be followed to stop payment on a check drawn on the holding account:

BOROUGH ACCOUNTANT

1. Contact the Accounting Unit Accountant to verify the check is still outstanding.
2. Upon confirmation by Accounting Unit Accountant give all necessary information. Accounting Unit Accountant will telephone the bank and place a stop payment as usual.

INVENTORY ACCOUNTANT

3. Accounting Unit accountant will complete a **CHASE STOP PAYMENT ORDER FORM** and mail this form to the bank.

BOROUGH ACCOUNTANT

4. The borough accountant will complete a Property Clerk Division notification of a stop payment form as follows:
 - a. The form will be prepared in duplicate on each occasion a stop payment is requested from Chase Bank. The original is to be forwarded to the Accounting Unit Accountant while the duplicate is retained in the Borough office. The accountants will also maintain a stop payment folder wherein they will place their copy in chronological order.
5. Once a stop payment has been placed by a borough office, it is permanent and irrevocable,
6. Finally, when a copy of the "Accept Stop" is received at the Accounting Unit, a duplicate check may be issued to the claimant.

REPLACEMENT CHECKS WILL BE ISSUED UNDER THE FOLLOWING GUIDELINES:

7. When the claimant appears at the window, the window clerk will present the accountant with a check request.
 - a. If the claimant telephones his request for a replacement check, the accountant will prepare the check request.
8. Before issuing a replacement check, the accountant will contact the Accounting Unit Accountant to make certain:
 - a. Stop payment is in effect and received.
 - b. No replacement check has previously been issued (no outstanding checks to Police Department, City of New York).
 - c. Check is still outstanding and not already cashed by the claimant.

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BOROUGH ACCOUNTANT

9. The new check number will be noted alongside the original intake entry (and if applicable alongside the transfer entry), in the **CASH RECEIPTS BOOK**.
10. The new check number and then original check number will be crossed referenced in the Cash Disbursements Book
11. All VOIDED and RETURNED checks will be returned to the Accounting Unit Accountant.
12. All replacement checks will be so noted on top of the check: "REPLACEMENT CHECK FOR # "

D



PROPERTY GUIDE

Section: FISCAL PROCEDURES

Procedure #: **609-4**

FORWARDING ACCOUNTANT'S REPORTS

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BOROUGH ACCOUNTANT

1. Within 24 hours of the conclusion of each working day, each accountant will forward the following reports to the Inventory Control Unit on the approved form:
 - a. **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS.**
 - b. **SAFE OFFICER'S REPORT OF CASH TRANSFERS.**

The above reports will be forwarded with necessary attachments

2. By the third working day of each month, the accountant will prepare and forward an **ACCOUNTANT'S MONTHLY CASH BALANCE REPORT** to the Inventory Control Unit.
3. The above reports will be signed by the accountant and countersigned by the office supervisor.
4. The **SAFE OFFICER'S DAILY REPORT OF TRANSFERS** will be signed by the safe officer.

NOTE

*On the first working day of each month, each Property Clerk Borough Office Accountant will enter a monthly cash balance in the prescribed manner on the next blank page of the "**RECORDS OF CASH RECEIPTS BOOK**". These pages will not contain any other entries.*

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PROPERTY GUIDE

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Procedure #: **609-05**

ACCOUNTING SUPPLIES

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BOROUGH ACCOUNTANT

1. In order to maintain sufficient Accounting supplies for Borough Office requirements, accountants will be responsible to notify the Accounting Unit Accountant with sufficient time as to replenish the stock.
2. Accounting supplies will include but not be limited to:
 - a. **CASH RECEIPTS BOOKS**
 - b. **CASH DISBURSEMENTS BOOKS**
 - c. Checks
 - d. **STOP PAYMENT FORMS**
 - e. Deposit slips
 - f. **CHECK REQUEST**
 - g. **ACCOUNTANT'S DAILY REPORT** (*Misc. 128*)
 - h. **CASH TRANSFERS**(*PD 542-152*)
 - i. **POLICE DEPT, CITY OF NY** (*Misc. 1252-N*)
 - j. **MONTHLY CASH REPORTS** (*Misc. 127*)

NOTE

Borough Office Accountants will order checks from the Accounting Unit one month in advance as individual needs require.

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Section: FISCAL PROCEDURES

Procedure #: **609-06**

TRANSFER OF CASH TO THE FEDERAL RESERVE BANK

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ACCOUNTANT

1. Accountant will prepare a transfer list in borough storage number order and present list and **WORK COPIES (YELLOW) OF ALL INVOICES** to the Safe Clerk.
 - a. Transfers will be limited to a maximum of three pages. If a pull exceeds ninety invoices a new transfer number will be assigned.
 - b. For all Police Dept. deliveries, whether Cash Files or Holding Account, the Accountant will forward a copy of the list to the Accounting Unit for comparison with their records to eliminate possible errors. No check should be written in the Borough Office until the accuracy of the list is confirmed by the Accounting Unit.

SAFE CLERK

2. Upon the receipt of the transfer list from the Accountant, add the transfer list to verify the Accountant's total. If a discrepancy exists, return everything to the accountant for clarification and correction.
3. If the list totals correctly, remove each invoiced cash envelope from its storage location in the safe.
4. If a discrepancy exists (numismatic money, altered bills, shortage, overage, counterfeits etc.) return the money to the envelope and notify the Supervisor and Accountant.
5. If no discrepancies are found, verify the total cash present in the envelope and compare this total to the total listed on work copy of invoice as well as on Transfer List.
6. As each envelope is inspected and the count verified, separate each denomination of currency.

NOTE

In order to accurately account for adjustments made to the Property Clerk Holding Accounts via the Federal Reserve bank, it is important for the Accounting Unit to be able to identify where an adjustment should be made. Therefore, in order to better track adjustments to our deposits, all deposit slips for delivery to the Federal Reserve Bank will include the cash security bag number for the particular bag being deposited through the Federal Reserve.

The Federal Reserve Bank requires the Property Clerk Division to conform to industry standards in processing our currency.

Cash Security Bags will be used to secure the currency. Currency must be bundled in packages of one hundred (100) bills and secured by wrapping them in labeled straps indicating total dollar amounts on the strap. If a bundle contains less than one hundred (100) bills of its denomination, it is to be wrapped with the labeled strap indicating the total dollar amount.

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STAMPED EVIDENCE CURRENCY

SAFE CLERK

7. Each **CASH SECURITY BAG** should include at least two (2) transfers and one deposit slip. Indicate on the deposit slip:
 - a. the bag serial number
 - b. transfer number(s)
 - c. command
 - d. date
 - e. total dollar amount
 - f. In bold print the phrase, " *SPECIAL HANDLING – CONTAMINATED CURRENCY*"
8. All currency transactions will be delivered to Chase Manhattan Bank for delivery to the Federal Reserve Bank for processing.

NOTE

The Property Clerk will make one consolidated money drop each month. On a pre-arranged day each month, all borough offices will transport their cash for deposit in the Federal Reserve to the Manhattan Property Clerk. All coins will be bagged separately with their own deposit slip and delivered to the Manhattan Property Clerk for delivery to Chase Manhattan Bank for processing.

MUTILATED CURRENCY

SAFE CLERK

9. Each **CASH SECURITY BAG** should include at least two (2) transfers and one deposit slip. Indicate on the deposit slip:
 - a. the bag serial number
 - b. transfer number(s)
 - c. command
 - d. date
 - e. total dollar amount
10. All currency transactions will be sent by Registered Mail, Return receipt requested to:

**Department of Treasury
Bureau of Engraving and Printing
Office of Compliance
Mutilated Currency Division
P.O. Box 37048
Washington, D. C. 20013**

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NOTE

Mutilated currency is defined as notes that have been damaged to the extent that one-half or less of the note remains, or its condition is such tat its value is questionable and special examination by trained experts at the Treasury Department is required before any exchange is made.

RELATED PROCEDURES

PATROL GUIDE SECTION 218-36

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PROPERTY GUIDE

Section: FISCAL PROCEDURES

Procedure #: 609-07

DAILY WORK POSTING BY THE ACCOUNTING UNIT

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UPON RECEIVING THE ACCOUNTANTS DAILY REPORT OF RECEIPTS AND DISBURSEMENTS FROM BOROUGH ACCOUNTANT:

PROPERTY CLERK DIVISION ACCOUNTANT

1. Verify the following:
 - a. Ensure that the storage number sequence is being followed.
 - b. Match the deposit slips against bank items listed on **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS** and keep them in proper storage number order
 - c. Match check requests against disbursements items listed on report, arrange them in check number order and verify that each one has the proper signatures.
2. Post bank items only in storage number sequence to the **DIVISION CASH RECEIPTS AND DISBURSEMENTS BOOK** receipts side. (*Read amounts directly from deposit slips when posting.*)
3. Check date stamped on deposit slip, if money was deposited on a previous month, note on the remarks column the initials "DND and the month and year stamped on deposit slip" e.g. If accountant is working on the February 2007 daily receipts posting and the deposit slip is dated January 30, 2007, "DND 1/2007" will be posted on remarks column.
4. Utilizing the "DEPOSITS NOT DOCUMENTED" Database, record the storage number in the column labeled "Storage Number" and the month in which it is being recorded in the column labeled "Month Returned"
5. Add bank column on receipt side of the **DIVISION CASH RECEIPTS AND DISBURSEMENTS BOOK**, write subtotal below the last item posted for the day, and subtract previous day subtotal. The resulting amount should match the total for the bank column of the **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS**.
6. Post checks to disbursements side of the book, in check number order. (*Read amounts directly from deposit slips when posting.*)
7. Add bank column on Disbursements side of the **DIVISION CASH RECEIPTS AND DISBURSEMENTS BOOK**, subtract previous day subtotal and match against total disbursements on daily report.
 - a. Disbursement side of the **DIVISION CASH RECEIPT AND DISBURSEMENTS BOOK** has three posting categories (Individual, Public Administrator and Pension Fund.) so be sure to add all the proper subtotals to arrive at the total listed on report.
8. If item disbursed has been previously deposited, verify that the amount claimed is correct and has not been previously disbursed by verifying the entry in **DIVISION CASH RECEIPTS AND**

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PROPERTY CLERK DIVISION ACCOUNTANT

DISBURSEMENTS BOOK and place a check mark next to the amount posted, otherwise write "DEPOSIT PENDING" next to the amount posted.

9. Close out the original entry in the **DIVISION CASH RECEIPTS AND DISBURSEMENTS BOOK** by stamping date that check was issued in column labeled "Date Delivered"; if partial delivery write amount delivered and balance amount in remarks column.

POSTING OF SAFE TO BANK CASH TRANSFERS

UPON RECEIVING TRANSFER LISTS FROM BOROUGH ACCOUNTANT:

10. Verify transfer category (Transfers to be sent to NYPD General Fund, Deposit Pending Transfers, etc).
11. If transfer is prepared for delivery to NYPD General Fund, post on cash receipt side of **DIVISION CASH AND DISBURSEMENTS BOOK** at the end of the month and dated with the last working date in which the transfer took place. Posting should be as follows:
 - a. The word "TRANSFER #" should be placed in the column labeled "Invoice #"
 - b. The transfer number preceded by the year should be written in unlabeled column next to the word "TRANSFER #" (e.g. 07-005)
 - c. The total amount of the individual transfer number should be posted in the column labeled "AMOUNT".
 - d.
12. If transfer is prepared to cover check previously drawn for which money was stored in the safe (Deposit Pending Transfers) which is listed in the **SAFE OFFICER'S DAILY REPORT OF CASH TRANSFERS (PD 542-152)**, record transfer on receipt side of **DIVISION CASH AND DISBURSEMENTS BOOK**, listing each individual invoice in storage number sequence and writing the transfer number in the unlabeled column of the book.
 - a. The "Deposit Pending Transfer" has 3 columns listed on two sides of the page. They are labeled "Storage No.", "Amount" and Check #.
 - b. Accountant will go to Disbursement side of **DIVISION CASH AND DISBURSEMENTS BOOK**, find the check number listed on **SAFE OFFICER'S DAILY REPORT OF CASH TRANSFERS** and write next to it the transfer number in the unlabeled column next to "Invoice #", note date that check was written.

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PROPERTY CLERK DIVISION ACCOUNTANT

- c. Accountant will go back to transfer posted list on receipt side of book and stamp the noted date inside the column labeled date delivered.
13. Add transfers to the last day cash receipts posted in the **DIVISION CASH AND DISBURSEMENTS BOOK** and that should be the total cash receipts for the month.

FILING OF PAPERWORK

14. Attach deposit slips in storage number sequence to top of first page of **ACCOUNTANT'S DAILY REPORT OF RECEIPTS AND DISBURSEMENTS**.
15. Attach check requests in check number sequence to bottom of report.
 - a. Ensure that totals for different columns is visible at all times after attaching paperwork.
16. Attach transfers to the back of **ACCOUNTANTS REPORT OF RECEIPTS AND DISBURSEMENTS**
17. File complete package inside a manila folder which has been previously label with the borough name, "Daily Work of", and month and year to which the report belongs.

NOTE

At month's end, division accountant will verify the amounts reported by borough accountant in the ACCOUNTANT'S MONTHLY CASH BALANCE REPORT. All the figures have to agree with the totals posted in the DIVISION CASH RECEIPTS AND DISBURSEMENTS BOOK.

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Procedure #: 609-08

BANK RECONCILIATION PROCEDURES

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PROPERTY CLERK DIVISION ACCOUNTANT

UPON RECEIVING BANK STATEMENT FROM CHASE BANK

1. Verify that every item, charged (debited) to the bank account, was included with bank statement.
2. Verify that amount charged in the bank statement matches the amount for which the check was drawn.
3. Write down any discrepancies.
4. Sort checks in check number sequence.
5. Separate checks that were issued in prior months.

OUTSTANDING CHECKS PROCEDURE

6. Open **OUTSTANDING CHECKS REPORT DATABASE** and find the prior month's checks charged in present month bank account.
 - a. Record month of bank statement in which check was debited by the bank in the column labeled "*Bank Statement Month*"
 - b. Prepare a new **MONTHLY OUTSTANDING CHECKS REPORT** for the month being updated.
 - c. Repeat process for every month being updated.
7. Compare checks issued during month being reconciled and debited by the bank during present month and disbursements posted in **DIVISION CASH RECEIPT AND DISBURSEMENTS BOOK**
 - d. Enter in database table checks that have been issued during present month but that have not been debited by the bank (Outstanding Checks).
8. Prepare **MONTHLY OUTSTANDING CHECKS** for the present month.
9. Prepare **GLOBAL OUTSTANDING CHECKS REPORT**.

DEFINITIONS:

MONTHLY OUTSTANDING CHECKS REPORT: Report for single month in which checks were issued.

GLOBAL OUTSTANDING CHECKS REPORT: Accumulation of all **OUTSTANDING CHECKS MONTHLY REPORTS**

OUTSTANDING CHECKS RECONCILIATION PROCEDURE

Outstanding Checks are reconciled using the following formula:

	Outstanding Checks Prior Month
ADD:	+ Total Disbursements Present Month
LESS:	- Total Debits as per Bank Statement Present Month
ADD:	+ Counterfeit Bills and other Debit Charges or overcharges
LESS:	- check undercharge

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= TOTAL OUTSTANDING CHECKS PRESENT MONTH

The Total Outstanding Checks Present month must match the total amount listed in the Global Outstanding Checks Report.

NOTE

PROPERTY CLERK DIVISION ACCOUNTANT

RECONCILIATION OF RECEIPTS PROCEDURE:

10. Working with the **DIVISION CASH RECEIPT AND DISBURSEMENTS BOOK** and the file folder with the stamped deposit slips received with the daily work, verify that every item recorded in the book is posted in the present month bank statement, except for the items marked "DND mm/yyyy" which should be checked against the "DEPOSIT NOT DOCUMENTED" listed in the database of the same name. Place a check mark next to the amount in the book (look for check mark column).
11. After every posted item has been verified and marked in the **DIVISION CASH RECEIPT AND DISBURSEMENTS BOOK**, any items appearing on the bank statement which do not have matching entries in the **DIVISION CASH RECEIPT AND DISBURSEMENTS BOOK**, will be listed as new entries in the database named "DEPOSITS NOT DOCUMENTED" with the date credited in the bank statement.
12. Prepare **MONTHLY DND REPORT** and **GLOBAL DND REPORT**.
13. Reconcile receipts using the following formula:

	Receipts per Book (This Month)
LESS:	- DND (previous months)
	- Other Negative Adjustments for this month (e.g. Deposits not Credited, Difference in amounts, etc)
ADD:	+ DND (present month)
	+ Other Positive Adjustments (e.g. Extra credits, prior month negative corrections, etc)
<hr/>	
= TOTAL CREDITS AMOUNT LISTED ON THE BANK STATEMENT	

DEFINITIONS:

DEPOSITS NOT DOCUMENTED (Also referred as DND):

Amounts deposited by field commands and credited by the bank for which invoices and deposit slips have not been processed or storage number assigned by the Property Clerk Borough Office.

MONTHLY DND REPORT:

Single month report listing Deposits not documented for the month in which they were credited by the Bank.

GLOBAL DND REPORT:

Consolidation of all Monthly DND Reports

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BANK CONSOLIDATION PROCEDURES

**PROPERTY
CLERK DIVISION
ACCOUNTANT**

14. After the Outstanding Checks and the Receipts have been reconciled, the complete bank reconciliation is prepared using the following formula:

	Beginning Book Balance
PLUS or MINUS :(+)(-)	Book Balance Adjustments
	= ADJUSTED BOOK BALANCE
ADD:	+ Receipts per Books
LESS:	- Disbursements per books
	= ENDING BOOK BALANCE
ADD:	+ Deposits Not Documents (Global)
	+ Outstanding Checks
	+ Positive Adjustments
LESS:	- Negative Adjustments
	= BANK BALANCE PER BANK STATEMENT

NOTE

*Positive Adjustments include extra credits, checks underpayments, etc
Negative Adjustments include Overpayments, Counterfeit Bills, Amounts not Credited by Bank, Unknown Debits and shortages detected by bank.
Deposits in transit such as money deposited to the Federal Reserve Bank which is not credited until the following month, coins belonging to the transfers that have not been deposited, etc.*

BANK RECONCILIATION SCHEDULES

**PROPERTY
CLERK DIVISION
ACCOUNTANT**

15. In order to reconcile the books to the checking account the following schedules are to be prepared (Excel Spreadsheets):
- e. Bank Reconciliation schedule
 - f. Reconciliation of Receipts schedule
 - g. Outstanding checks Reconciliation schedule
 - h. Schedule of Receipts and Disbursements
 - i. Schedule of Deposits not Documented by month
 - j. Outstanding Checks Aging Schedule
 - k. Bills not Deposited to Federal Reserve Bank
 - l. Schedule of Coins Not Deposited by month and transfer number
 - m. Schedule of Unknown Bank Debits
 - n. Schedule of Counterfeit Bills Not Adjusted
 - o. Schedule of Other Negative Adjustments
 - p. Schedule of Other Positive Adjustments
 - q. Schedule of Deposits not Credited by bank.
 - r. Deposit not Documented Global Report (by Individual Amounts)
 - s. Outstanding Checks Global Report (by Individual Checks).

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